



City of Cincinnati

801 Plum Street
Cincinnati, OH 45202

Agenda - Final

Public Safety & Governance

Chairperson, Scotty Johnson
Vice Chairperson, Jan-Michele Kearney
Councilmember Mark Jeffreys
Councilmember Liz Keating

Tuesday, March 22, 2022

9:30 AM

Council Chambers, Room 300

PRESENTATIONS

Collaborative Agreement Sustainability Initiatives

Iris Roley

Notification Protocols Update

John Curp, Interim City Manager

AGENDA

1. [202200591](#) **ORDINANCE (EMERGENCY)** submitted by John P. Curp, Interim City Manager, on 3/9/2022, **ESTABLISHING** the classification and salary range schedule for the new employment classification of Assistant Supervisor of Water Distribution Maintenance, and enacting Section 753 of Division D0C, Chapter 307 of the Cincinnati Municipal Code, in order to establish a new salary schedule for said classification and title.

Sponsors: City Manager
Attachments: [Transmittal](#)
[Attachment](#)
[Ordinance](#)
2. [202200616](#) **ORDINANCE (EMERGENCY)** submitted by John P. Curp, Interim City Manager, on 3/16/2022, **ESTABLISHING** the classifications and salary range schedules for new employment classifications of Intelligence Analyst (Job Code 222) and Intelligence Analyst Supervisor (Job Code 232); and **ENACTING** Sections 222 and 232 of Division 0, Chapter 307 of the Cincinnati Municipal Code to establish the title and salary schedule for the Intelligence Analyst and Intelligence Analyst Supervisor classifications, respectively.

Sponsors: City Manager
Attachments: [Transmittal](#)
[Ordinance](#)

ADJOURNMENT

March 9, 2022

To: Mayor and Members of City Council

From: John P. Curp, Interim City Manager

202200591

Subject: **Ordinance:** Establishing the classification and salary range schedule for the new employment classification of Assistant Supervisor of Water Distribution Maintenance

Attached is an Ordinance captioned:

ESTABLISHING the classification and salary range schedule for the new employment classification of Assistant Supervisor of Water Distribution Maintenance, and enacting Section 753 of Division D0C, Chapter 307 of the Cincinnati Municipal Code, in order to establish a new salary schedule for said classification and title.

The Human Resources Director has approved the request for this ordinance to establish the classification of Assistant Supervisor of Water Distribution Maintenance, and to establish the classification and salary range. The recommended salary range is based upon a market study to identify current scopes of work and future career paths for the particular classification structure. The City's Human Resources Department conducted a market analysis to evaluate the classification and compensation for the Assistant Supervisor of Water Distribution Maintenance position. This classification is necessary to ensure retention of staff in this specialized area of work and ensure promotional opportunities within the classification.

The Administration recommends passage of this Ordinance.

cc: Edward G. Ramsey, Human Resources Director

December 17, 2021

To: Edward G. Ramsey, Interim Director, Human Resources

From: Latisha Hazell, Deputy Director, Human Resources

CC: Sheryl Long, Assistant City Manager
Cathy B. Bailey, Executive Director, Greater Cincinnati Water Works

Subject: Salary Analysis – Water Works Maintenance Field Supervisor

Executive Summary

Greater Cincinnati Water Works (GCWW) recognizes a current salary inequity for the Maintenance Field Supervisor position. GCWW HR staff have completed a salary analysis and now provide information to consider changing this position's compensation range and classification title. Therefore, GCWW recommends and asks for approval to seek a new compensation range for the Water Works Maintenance Field Supervisor position.

Background

The Water Work Maintenance Field Supervisor is a critical front-line supervisor for Greater Cincinnati Water Works (GCWW). An employee in this position is responsible for managing the work crews that perform installation, maintenance, and repair of water distribution infrastructure and ensuring the maintenance crew team's safety. In addition, the supervisors are responsible for organizing the work daily and solving problems related to the work the crew encounters on repair sites.

GCWW's Distribution Division currently has thirteen (13) Water Works Maintenance Field Supervisors who work on various shifts. As supervisors, they will initiate resolution to any issues or problems that arise during shifts as front-line supervisors.

GCWW conducted a salary inequity study and a review of the classification title for the Water Works Maintenance Field Supervisor at the employees' request. The employees brought forth the Assistant Supervisor of Customer Service and the Supervisor of Maintenance (LEAD) as a salary comparison. The employees state that the bodies of work and responsibilities are similar, and the salary of the positions should be equivalent. Therefore, the employees hold that the Water Works Maintenance Field Supervisor position is underpaid for the classification compared to the Assistant Supervisor of Customer Service and Supervisor of Maintenance (LEAD) classification and other water or wastewater utilities. The review of the classification title also revealed the need to update the position title to align with other municipalities and utilities.

Methodology

GCWW HR staff gathered and analyzed salary data from similar classifications from the City's classification system, from cities within this jurisdiction, and other cities with comparable population, similar living costs. Data was retrieved using NEOGOV's salary study, and the selected cities' websites, which provide the most recent salary information. Additional information was retrieved by contacting other water and wastewater utilities. GCWW HR compared the salary and experience against the Water Works Maintenance Field Supervisor's salary and experience to ensure an equitable comparison. The comparison demonstrated that the City's classification specification aligns with the national standard in terms of education, experience, and job duties.

Findings

The Water Works Maintenance Field Supervisor's salary was compared to the average minimum and maximum salary of the internal and external job market. The comparison against the external market shows that the Water Works Maintenance Field Supervisor is below the annual minimum salary and maximum annual salary for both the internal and external market (Table A).

Table A – Salary Averages

Municipality/Utility	Population	Job Title	Minimum Annual	Maximum Annual
City of Chandler, AZ	261,165	Utility Field Supervisor	\$60,507.20	\$80,329.60
City of Cincinnati, OH	303,940	Water Works Maintenance Field Supervisor	\$55,862.55	\$75,074.20
City of Columbus, OH	898,553	Water Maintenance Supervisor II	\$57,844.80	\$86,798.40
City of Renton, WA	101,751	Water Maintenance Services Supervisor	\$70,788.00	\$86,268.00
City of Cincinnati, OH	303,940	Supervisor of Maintenance (LEAD)	\$64,214.42	\$86,298.81
Average Salary (external job market)			\$63,046.67	\$84,465.33
Average Salary (internal job market)			\$60,038.49	\$80,686.51
Average Salary (All)			\$61,843.39	\$82,953.80

The classifications selected for this study were those that had similar qualifications and knowledge, skills, and abilities to the Water Works Maintenance Field Supervisor. The position focused on repairing

underground infrastructure and leading crews which is the core function of the Water Works Maintenance Field Supervisor position.

Recommendation

The data demonstrates the need to align the Water Works Maintenance Field Supervisor's current salary with that of the internal and external job market. In order to ensure integrity of the City's salary structure and maintain internal equity, the Human Resources department determined, based on the averages above that the recommended salary should be aligned with a comparable internal salary scale like the Assistant Supervisor of Construction, Assistant Supervisor of Customer Service, Assistant Supervisor of Parks/Recreation Maintenance and Construction, and Assistant Supervisor of Inspections. Upon review, the recommended salary for the classification is **\$61,843.39 - \$83,112.35**. The proposed salary is the average of the internal and external market combined, based on the market, and aligned to fit within the range of existing Assistant Supervisor classifications citywide, and salary steps of CODE positions.

The proposed salary closely aligns with the external market and ensures GCWW's opportunity to stay competitive within the job market.

The GCWW incumbents and the CODE union requested the review of the classification title and completion of any necessary revisions to ensure it aligns with the titles and duties of other municipalities. GCWW is proposing the title be changed from Water Works Maintenance Field Supervisor to **Assistant Supervisor of Water Distribution Maintenance**, which would be recognized as a successor classification to the Water Works Maintenance Field Supervisor, subject to negotiation with the union.

If you have any questions regarding the salary comparison, please contact Camille Knox at 591-5061.

References:

1. City of Chandler, AZ – Utility Field Supervisor
2. City of Cincinnati, OH – Water Works Maintenance Field Supervisor
3. City of Cincinnati, OH - Supervisor of Maintenance (LEAD)
4. City of Columbus, OH – Water Maintenance Supervisor II
5. City of Renton, WA – Water Maintenance Services Supervisor

EMERGENCY

City of Cincinnati

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An Ordinance No. _____ - 2022

ESTABLISHING the classification and salary range schedule for the new employment classification of Assistant Supervisor of Water Distribution Maintenance, and enacting Section 753 of Division D0C, Chapter 307 of the Cincinnati Municipal Code, in order to establish a new salary schedule for said classification and title.

WHEREAS, the City's Human Resources Department, in order to recruit and retain quality employees, has determined the creation of the Assistant Supervisor of Water Distribution Maintenance classification specification is necessary to ensure consistencies in the knowledge, skills, and abilities required to carry out the duties and tasks prescribed to the position; and

WHEREAS, the Assistant Supervisor of Water Distribution Maintenance position and salary range provide an opportunity to increase effectiveness while maintaining a standard of excellence and a clear pathway for continued growth and career progression for employees; and

WHEREAS, the Human Resources Department has done its due diligence and conducted appropriate internal comparisons to ensure that the new classification and salary range are consistent with the scope of services and the level of responsibility of the position of Assistant Supervisor of Water Distribution Maintenance, taking into consideration such factors as scope of responsibility, judgment and independent action, accountability, and supervisory responsibility; and

WHEREAS, it has been determined that adopting the new salary range and classification title for the position is based upon a market analysis and is consistent with the organizational changes described herein, as well as internal cost of living adjustment comparisons approved by City Council; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That new Section 753 of Division D0C, Chapter 307 of the Cincinnati Municipal Code is hereby enacted as shown below:

Assistant Supervisor of Water Distribution Maintenance

Steps	Annual
1	\$61,843.39 (Minimum)
2	\$63,698.69
3	\$65,609.65

4	\$67,577.94
5	\$69,605.28
6	\$71,693.44
7	\$73,844.24
8	\$76,059.57
9	\$78,341.36
10	\$80,691.60
11	\$83,112.35 (Maximum)

Section 2. That the proper City officials are thereby authorized to do all things necessary to carry out the provisions of Section 1 herein.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to establish the classification and salary ranges in order to recruit and retain qualified employees.

Passed: _____, 2022

Aftab Pureval, Mayor

Attest: _____
Clerk

March 16, 2022

To: Mayor and Members of City Council

From: John P. Curp, Interim City Manager

202200616

Subject: Emergency Ordinance: ESTABLISHING the Classification and Salary Range for the employment classifications of Intelligence Analyst and Intelligence Analyst Supervisor

Attached is an Emergency Ordinance captioned:

ESTABLISHING the classifications and salary range schedules for new employment classifications of Intelligence Analyst (Job Code 222) and Intelligence Analyst Supervisor (Job Code 232); and **ENACTING** Sections 222 and 232 of Division 0, Chapter 307 of the Cincinnati Municipal Code to establish the title and salary schedule for the Intelligence Analyst and Intelligence Analyst Supervisor classifications, respectively.

The Human Resources Director has approved the request for this ordinance to establish the classification of Intelligence Analyst (Job Code 222) and Intelligence Analyst Supervisor (Job Code 232), and to establish the classifications and salary ranges. The recommended salary range is based upon current scopes of work and future career paths for the particular classification structure. These classifications are necessary to ensure continuity of operations of the intelligence center, to facilitate an effective all-crimes/all-hazards approach to combatting terrorism through intelligence sharing, working with, and supporting local, state, and federal governmental agencies, public and private sectors, and the citizens of the Greater Cincinnati region.

The Administration recommends approval of this Ordinance.

cc: Edward G. Ramsey, Human Resources Director

EMERGENCY

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- 2022

ESTABLISHING the classifications and salary range schedules for new employment classifications of Intelligence Analyst (Job Code 222) and Intelligence Analyst Supervisor (Job Code 232); and **ENACTING** Sections 222 and 232 of Division 0, Chapter 307 of the Cincinnati Municipal Code to establish the title and salary schedule for the Intelligence Analyst and Intelligence Analyst Supervisor classifications, respectively.

WHEREAS, through December 31, 2021, the Hamilton County Sheriff's Office was the lead agency overseeing pass-through grant funding from the United States Department of Homeland Security, Federal Emergency Management Agency, and from the Ohio Emergency Management Agency, to operate the Greater Cincinnati Fusion Center ("GCFC"), which serves to combat potential domestic extremism, violence, and terrorist activity, and also serves as a focal point for the receipt, analysis, gathering, and sharing of threat-related information among local, tribal, territorial, state, and federal partners and private sector stakeholders; and

WHEREAS, effective January 1, 2022, the Cincinnati Police Department ("CPD") became the lead agency of the GCFC program in order to maintain continuity of operations; and

WHEREAS, a total amount of up to \$548,048.39 in grant funding is available from the past four years (Fiscal Years 2018, 2019, 2020, and 2021) of the GCFC program, which funds will be transferred to CPD; and

WHEREAS, grant funds will be used by CPD to operate the GCFC and to pay for intelligence and other related software, training, automatic license plate reader cameras and licenses, and various network and cybersecurity tools; and

WHEREAS, grant funds also cover personnel costs of the GCFC program up to \$86,101 annually under the terms of the current grants for 1.0 FTE to perform supervisory analyst duties for the GCFC, with any personnel and benefits costs above that amount being absorbed by the existing CPD General Fund operating budget; and

WHEREAS, CPD will also absorb an additional 1.0 FTE to perform analyst duties for the GCFC through the existing CPD General Fund operating budget; and

WHEREAS, adopting the new salary range and classification titles for the positions is based upon the organization changes described herein and internal cost of living adjustment comparisons as approved by Council; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That new Sections 222 and 232 of Division 0, Chapter 307 of the Cincinnati Municipal Code are hereby enacted as shown below:

Classification	Minimum Annual	Maximum Annual	Salary Division
Intelligence Analyst (222)	\$47,985.60	\$65,312.00	D0
Classification	Minimum Annual	Maximum Annual	Salary Division
Intelligence Analyst Supervisor (232)	\$52,665.60	\$72,777.60	D0

Section 2. That the proper City officials are thereby authorized to do all things necessary to carry out the provisions of Section 1 herein.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to establish the classifications and salary ranges in order to recruit and retain qualified employees to support the City's becoming the lead agency to operate the Greater Cincinnati Fusion Center effective January 1, 2022.

Passed: _____, 2022

Aftab Pureval, Mayor

Attest: _____
Clerk