



June 14, 2023

To: Mayor and Members of City Council

From: Sheryl M.M. Long, City Manager

202301637

Subject: Emergency Ordinance: Authorizing the City Manager to establish classifications and salary range schedules for the new employment classifications of Building Plans Examiner and Permit Specialist

Attached is an Emergency Ordinance captioned:

AUTHORIZING the City Manager to establish classifications and salary range schedules for the new employment classifications of Building Plans Examiner and Permit Specialist; and **AMENDING** Chapter 307 of the Cincinnati Municipal Code by **ORDAINING** new Section 063 of Division 0C, Chapter 307 to reflect the new Building Plans Examiner classification and new Section 431 of Division 0C to reflect the new Permit Specialist classification.

The Human Resources Director has approved the request for this ordinance to establish the classification and salary range of Building Plans Examiner. 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 Building Plans Examiner position. This classification is necessary to ensure retention of staff in this specialized area of work and ensure promotional opportunities within the classification.

The Human Resources Director has approved the request for this ordinance to establish the classification and salary range of Permit Specialist. 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 Permit Specialist 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 Emergency Ordinance.

cc: Latisha Hazell, Interim Human Resources Director