

September 5, 2024

**To:** Mayor and Members of City Council 202401945  
**From:** Sheryl M.M. Long, City Manager  
**Subject: Emergency Ordinance: Director of Grants Administration and Government Affairs**

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Attached is an Emergency Ordinance captioned:

**ESTABLISHING**, the classification and salary range schedule for the new employment classification of Director of Grant Administration and Government Affairs; and **ORDAINING** Section 229 of Division 5, Chapter 307 of the Cincinnati Municipal Code to establish a new salary schedule for the classification title of Director of Grant Administration and Government Affairs, consistent with the organizational changes described herein.

The Department of Human Resources has done its due diligence and conducted appropriate internal comparisons to ensure that the new salary range is consistent with the scope of services and the level of responsibility. The creation of the Director of Grant Administration and Government Affairs is necessary to attract and retain a quality Director, and to ensure consistencies in the knowledge, skills, and abilities required to carry out the duties and tasks prescribed to the position.

The Administration recommends passage of this Emergency Ordinance.

cc: Latisha Hazell, HR Director