



To: Edward G. Ramsey, Interim Human Resources Director

CC: Billy Weber, Assistant City Manager, Andrew Dudas, Budget Director

From: Latisha Hazell, Human Resources Deputy Director

Date: 11/5/2021

Subject: City Planning Director Market Study

This is a class specification evaluation and salary validation for the position of City Planning Director in the Department of City Planning and Engagement. A report has been compiled that analyzes the required knowledge, skills, and abilities, as well as the education and salary requirements for the classification.

Part I: Methodology

In completing this report an internal market study of comparable classifications within the City of Cincinnati was completed. The classifications considered for purposes of this review include Buildings and Inspections Director, Director of Performance and Data Analytics, Enterprise Technology Solutions Director, and Finance Director. The classifications selected are all agencies that are similar in scope of responsibility and services delivered to the City of Cincinnati. A market study of comparable localities across Ohio was also completed. The jurisdictions considered for purposes of this review include Toledo, Columbus, Cleveland, and Akron.

Part II: Market Analysis Summary

- The position titles varied across the reviewed jurisdictions to reflect the specific department in which the incumbent works; however, "Planning Director" was the most common across almost all reviewed jurisdictions.
- The salary range for the position across the surveyed jurisdictions ranged from a minimum annual salary of \$49,920 to a maximum salary of \$229,049.60. These ranges are reflective of the variation in the cost-of-living index, and the scope of work within the department.

- The minimum educational requirements were consistent across all jurisdictions; specifically, each reviewed jurisdiction required at least a bachelor's degree and an average of 8 years of experience.

Job Title and Salary

	Classification Title	Salary Range	
Akron	Director of Planning and Urban Development	NA	\$149,323.20
Cleveland	Planning Director	\$49,920.00	\$205,920.00
Columbus	Building and Zoning Services Director	\$137,404.80	\$229,049.60
Toledo	Director Planning Commission	\$83,493.28	\$137,246.72
		\$90,272.69	\$180,484.00

	Classification Title	Salary Range	
City of Cincinnati	Buildings and Inspections Director	\$135,688.62	\$170,643.29
City of Cincinnati	Director of Performance and Data Analytics	\$113,147.15	\$170,643.29
City of Cincinnati	Enterprise Technology Solutions Director	\$113,147.15	\$170,643.29
City of Cincinnati	Finance Director	\$113,147.15	\$170,643.29
		\$118,782.52	\$170,643.29

Based on the data collected, the average of the combined internal and external market is:

- **Minimum Salary is:** \$102,527.61
- **Maximum Salary is:** \$175,563.65

Part III: City Comparison

The City of Cincinnati currently has a City Planning Director classification that exists within the City Planning Department. Based upon other classifications within the City and the scope of work, this position is comparable to other Director classifications across the City's structure. Incumbents within this classification generally plan, direct, manage, and oversee all activities and operations of the applicable department and report directly to the City Manager. Recently the department acquired the responsibilities and administration of the City Zoning Program and Enforcement. The City's Director classification series has similar requirements and duties as detailed in the classification specifications of the City Planning Director of the City, as well as the reviewed jurisdictions.

The education and experience requirements of the City Planning Director classification specification are similar to those outlined in the classification specifications of the reviewed jurisdictions.

Currently, the salary range for the City Planning Director classification is \$113,147.15-\$157,331.07 and falls within the Division 5 salary schedule.

Part IV: Key Consideration

- It is important to note that the salary range is approximately \$13,312 lower than the average maximum of the salaries of similar director classifications within the City of Cincinnati.
- It is important to note that the salary range is approximately \$18,233 lower than the average maximum of the salaries of the reviewed jurisdictions.

Part V: Recommendations

Based on the information detailed above:

The recommended salary range based upon a review of comparable positions with similar scopes of responsibility and across the reviewed jurisdictions is determined to be \$113,147.15 to \$170,643.29. This proposed range maintains the current bottom step and aligns the higher end of the salary range with director positions within the City of Cincinnati, like the Buildings and Inspections Director classification. While it may still be below the average maximum of the reviewed jurisdictions, increasing the salaries so that it aligns with classifications like the Buildings and Inspections Director classification helps to narrow the gap significantly.

The proposed salary is in alignment with the current industry standards, falls within the 50th percentile job market salary, and with current City practices.