

**June 9, 2021**

**To:** Mayor and Members of City Council 202102150

**From:** Paula Boggs Muething, City Manager

**Subject:** **Emergency Ordinance – New Classification and Salary Range for the classification of Director of Procurement**

---

Attached is an Emergency Ordinance captioned:

**ESTABLISHING** the classification and salary range schedule for the new employment classification of Director of Procurement; and **ENACTING** Section 993 of Division 5, Chapter 307 of the Cincinnati Municipal Code, in order to establish a new salary schedule and classification title for the new classification consistent with the organizational changes described herein.

The Human Resources Director has approved to establish the salary schedule and classification title for the new employment classification of Director of Procurement. The Department of Human Resources has done due diligence and conducted appropriate evaluation to ensure that the new salary schedule and classification title is consistent with similar positions with factors considered throughout the evaluation process including, scope of work and responsibility. The creation of the classification is necessary to fit the needs of the City, and consistent with the organizational changes described herein.

The Recommended FY 2022-2023 Biennial Operating Budget includes the transfer of the Division of Purchasing from the Department of Finance to the City Manager's Office and will be renamed as the Office of Procurement. The new Director of Procurement classification is necessary to align the Director's title with the revised Office name for FY 2022.

The reason for the emergency is the immediate need to establish the classification and salary ranges in order to recruit and retain qualified employees.

The Administration recommends passage of this Emergency Ordinance.

cc: Christopher A. Bigham, Assistant City Manager  
Karen Alder, Finance Director  
William M. Brown, Human Resources Director

Attachment