



**City of Cleveland**  
Justin M. Bibb, Mayor

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March 24, 2026

Blaine A. Griffin, President  
Cleveland City Council  
601 Lakeside Ave.  
Cleveland, Ohio 44114

**Re: Request for Passage & Summary – Pay Band Ordinance Changes –  
Sections 8, 30, 35, 37, 38, and 39 – April 6, 2026 Meeting**

Dear Council President Griffin:

I am requesting legislation to be passed **under suspension** at the April 6, 2026 meeting:

**Section 8 (AFSCME Local 100)**

In order to support workforce development, succession planning, and internal advancement, the City is establishing a structured engineering career ladder. This tiered framework is intended to promote professional growth, provide clear pathways for progression, and ensure alignment between responsibilities, experience, and compensation across engineering classifications. Current employees will be grandfathered into the new structure, and the implementation of this career ladder will result in no adverse impact on existing employees.

Line #15: **Associate Engineer** – Decreasing maximum rate to \$38.46 to correspond with collective bargaining.

Line #66: **Engineer** – Increasing minimum rate to \$28.85 and maximum rate to \$48.08 to correspond with collective bargaining.

Line #128: **Parking Meter Collector** – Removed. The Parking Meter Collector position has been combined with Parking Meter Service Worker, which has the higher rate of the two positions.

**Section 30 (Non-Bargaining)**

Line #10: **Junior Personnel Assistant** – City-wide, there is only one employee. This position will be archived, and the employee will be reclassified to either an Assistant Administrator 1 or Personnel Assistant.

Line #14: **Office Manager** – Increasing the maximum rate for this position to \$85,000.00 as it has been determined too low compared to the market. Mid-level median salary for this position is \$50,000.00 – 70,000.00. This adjustment to the maximum rate will result in attracting more qualified applicants for this position.

### **Section 35 (Non-Bargaining)**

Lines # 7 and 8: **Assistant Administrator I and II** – this position was originally established as an entry to mid-level administrative support position. However, over time, the role has been applied inconsistently, resulting in a misalignment between assigned responsibilities and compensation.

In some cases, the classification is utilized to perform supervisory or managerial functions, which was not the original intent of the position. To address this inconsistency and improve alignment, the classification will be restructured into two tiers: Assistant Administrator I and Assistant Administrator II, similar to the previous restructuring of the Administrative Manager series.

There will be no adverse impact to current employees. Employees whose current salaries fall outside of that range of Assistant Administrator II will be reviewed and reclassified into the most appropriate classification based on their duties.

The **Assistant Administrator I** position will have a decreased maximum rate of \$65,000.00 and the **Assistant Administrator II** position will have a minimum rate of \$65,000.00 and a maximum rate of \$85,000.00.

### **Section 37 (Non-Bargaining)**

Lines # 30 and #32: **Manager of Recreation** – This position has been updated to a **Recreation Program Manager** to more accurately reflect the program-based focus of the position.

Correspondingly, the Manager of Recreation position has been eliminated entirely. The minimum and maximum rates will remain the same.

### **Section 38 (Non-Bargaining)**

Line #19: **Deputy Commissioner of EMS** – This position has been archived. The classification of “Deputy Commissioner” is currently being utilized for all Deputy Commissioner positions across all departments.

Line #20: **EMT Commander** – This position is newly created to accurately reflect the current organizational structure of the Division of EMS in the Department of Public Safety.

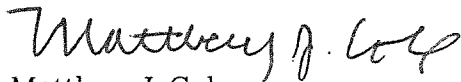
**Section 39 (Non-Bargaining)**

Line #21: **OPS Senior Investigator** – This is a title correction for consistency with other similarly situated positions in the Office of Professional Standards.

This legislation is requested to be passed **under suspension** as it relates to employees' positions and associated compensation. Thank you for your consideration of this request.

If you have any questions, please contact me at (216) 664-2458.

Sincerely,



Matthew J. Cole  
Director of Human Resources

Cc: Ryan Puente, Chief of Staff  
Jessica Trivisonno, Deputy Chief of Staff/Chief Strategy Officer  
Mike Culp, Chief of Government Affairs  
Rachon Long, Director of Civil Service  
Egdilio Morales, Assistant Director of Human Resources  
Mark Chimo, Labor Relations Manager  
Andre Reynolds, Legislation Liaison, Department of Finance  
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