

ED GAINNEY
MAYOR



HEIDI NORMAN
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF INNOVATION & PERFORMANCE
CITY-COUNTY BUILDING

TO: Jake Pawlak, Director, Office of Management and Budget
FROM: Heidi Norman, Director of Innovation & Performance
DATE: March 9, 2023
SUBJECT: Acting Pay Request

I am requesting acting pay for Zoe Burns, Devices Manager, for the period commencing March 1, 2023; this employee will be acting in the position of Senior Manager of Service Desk and Devices.

Per the Acting Pay Policy revised in December of 2021, Zoe Burns “is assuming, on a temporary basis, the duties of a higher-level position when it is absolutely necessary to have an employee immediately available to make pressing decisions that cannot be deferred or referred to a higher level”.

Thank you.

Acting Payroll Approval

Employee: Zoe Burns
Current Position Title: Devices Manager
Acting Position Title: Senior Manager of Service Desk and Devices
Dates: 2/28/22- 8/31/23
Current Salary and Step & Grade: \$85,801 – 29E
Acting Salary and Step & Grade: \$92,910– 29G

Budget Analyst, Office of Management and Budget



Assigned Chief, Office of Management & Budget

Director, Office of Management & Budget

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records