

TO: Jake Pawlak, Director, Office of Management and Budget  
FROM: Felicity Williams, Deputy Chief of Staff  
DATE: 9/16/2025  
SUBJECT: Acting Pay Request

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I am requesting acting pay for Paul Scott, Engagement Manager, for the period commencing December 1, 2025; this employee will be acting in the position of Neighborhood Services, Senior Manager.

Per the Acting Pay Policy revised in June of 2022, Paul Scott "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.

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**Acting Payroll Approval**

Employee:	Paul Scott
Current Position Title:	Engagement Manager
Acting Position Title:	Neighborhood Services, Senior Manager
Dates:	December 1, 2025 through December 31, 2025 or until the position is filled, whichever ever is sooner.
Current Salary and Step & Grade:	\$74,069 (\$35.61/hr) and Step & Grade
Acting Salary and Step & Grade:	\$83,512 (\$40.15/hr) and Step & Grade



Department Director

  
Budget Analyst, Office of Management and Budget  
Director, Office of Management and Budget

CC: Lead Payroll Coordinator  
Manager of HR Administration