

EDWARD C. GAINEY  
MAYOR



LEE C. SCHMIDT  
DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF PUBLIC SAFETY**  
CITY-COUNTY BUILDING

**INTEROFFICE MEMORANDUM**

DATE:	<u>1/10/25</u>	FROM:	<u>Lee C. Schmidt</u>
TO:	<u>Chief Lisa Frank, Mayor's Office</u>	THRU:	<u>Elizabeth Cercone, OMB</u>
RE:	<u>Acting Pay Request</u>		

I am requesting acting pay for Donna Harper for the period commencing Wednesday, January 1, 2025, until a replacement is found or a period of 6 months. This employee will be acting in the position of Administrative Assistant. Per the Acting Pay Policy revised in June of 2022, Donna Harper "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:	Donna Harper
Current Position Title:	Administrative Specialist
Acting Position Title:	Administrative Assistant
Dates:	January 1, 2025 – May 31, 2025
Current Salary and Step & Grade:	\$42,744 (20.55/hour), 10E
Acting Salary and Step & Grade:	\$54,974 (26.43/hour), 15G

Elizabeth Cercone  
Budget Analyst, OMB

[Signature]  
Chief Operating & Administrative Officer, Mayor's Office

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Director, Office of Management & Budget

Cc: Mary Griffith, Payroll Manager, HRCS  
Rhonda Nesbit, HR Supervisor, HRCS  
Patrick Cornell, CFO, OMB  
Jessica Shimp, Department Business Administrator, Public Safety