

ED GAINNEY
MAYOR



KATHRYN VARGAS
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

TO: Jake Pawlak, Director, Office of Management and Budget
Lisa Frank, Chief Operating and Administrative Officer

FROM: Kathryn Vargas, Director, Department of Parks and Recreation

DATE: October 4, 2024

SUBJECT: Acting Pay Request

I am requesting acting pay for Jennifer Hayes for the period commencing September 16, 2024 until the position is filled. This employee will be acting in the position of Program Coordinator 3, Farmers Market.

Per the Acting Pay Policy revised in June of 2022, Jennifer Hayes "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:	Jennifer Hayes
Current Position Title:	Farmers Market Site Attendant, PT
Acting Position Title:	Program Coordinator 3, Farmers Market
Dates:	September 16 – position filled
Current Salary and Step & Grade:	\$20.60/hour
Acting Salary and Step & Grade:	\$60,837.09 (\$29.2486/hour), 20E

Sheri Rolowski 10/15/2024

Budget Analyst, Office of Management and Budget

A handwritten signature in blue ink, appearing to read "Sheri Rolowski".

Assigned Chief, Office of Management and Budget

A handwritten signature in black ink, appearing to read "Jim Pa".

Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration