

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

FROM: Sergey Brodskiy.

DATE: September 2, 2025

SUBJECT: Acting Pay Request

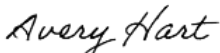
I am requesting acting pay for Seth Pulver for the period commencing Thursday, October 16, 2025, until Wednesday, November 26, 2025. This employee will be acting in the position of Operations Manager.

Per the Acting Pay Policy revised in June of 2022, Seth Pulver "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:	Seth Pulver
Current Position Title:	Engineering Technician 3
Acting Position Title:	Operations Manager
Dates:	October 16, 2025 - November 26, 2025
Current Salary and Step & Grade:	\$68,161.50(32.77/hour), 20G
Acting Salary and Step & Grade:	\$80,033(38.48/hour), 24G



Budget Analyst, Office of Management and Budget



Assigned Chief, Office of Management and Budget



Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration