

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

FROM: Chris Hornstein, Director Department of Public Works

DATE: July 7, 2025

SUBJECT: Acting Pay Request



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I am requesting acting pay for William Mszyco for the period commencing July 1st 2025 until Gary Sciulli returns to work. This employee will be acting in the position of Parks Maintenance Manager in the Bureau of Administration, paid under the Allegheny Regional Asset District budget 4000280070.

Per the Acting Pay Policy revised in June of 2022, William Msyco "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". The current Parks Maintenance Manager, Gary Sciulli, is on short term disability.

Thank you.

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**Acting Payroll Approval**

Employee:	William Mszyco
Current Position Title:	Foreman 2nd in Command Parks (AFSCME 2037)
Acting Position Title:	Parks Maintenance Manager (RAD)
Dates:	July 1st, 2025 to October 1st 2025
Current Salary and Step & Grade:	\$70,013 n/a
Acting Salary and Step & Grade:	\$83,512 25G

*Sheri Rolewski 7/16/2025*

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Budget Analyst, Office of Management and Budget



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Assigned Chief, Office of Management and Budget



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Director, Office of Management and Budget

CC: Lead Payroll Coordinator

Manager of HR Administration  
Kelli Lewis  
Don Mudrick