


EDWARD C. GAINNEY
MAYOR



LEE C. SCHMIDT
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC SAFETY
CITY-COUNTY BUILDING
INTEROFFICE MEMORANDUM

DATE: 3/7/23 FROM: Lee C. Schmidt 
TO: Chief Lisa Frank, Mayor's Office THRU: Kiersten Walmsley, OMB
RE: Acting Pay Request

I am requesting acting pay for Amera Gilchrist, Deputy Chief in the Bureau of Emergency Medical Services, for the period commencing April 1, 2023. This employee will be acting in the position of EMS Chief due to the retirement of Chief Ronald Romano.

Per the Acting Pay Policy revised in June of 2022, Amera Gilchrist "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."

Upon your approval, please forward this memo to the Director of Office of Management & Budget for final approval.

Thank you.

Acting Payroll Approval

Employee: Amera Gilchrist

Current Position Title: Deputy Chief

Acting Position Title: EMS Chief

Dates: April 1, 2023, through September 30, 2023 (or until a permanent EMS Chief is appointed)

Current Salary and Step & Grade: \$127,694 / n.a.

Acting Salary and Step & Grade: \$137,279 / n.a.

Budget Analyst, OMB

Assistant Director - Operating & Special Revenue, Office of Management & Budget



Chief Operating & Administrative Officer, Mayor's Office

Cc: Mary Griffith, Payroll Manager, HRCS
Rhonda Nesbit, HR Supervisor, HRCS
Patrick Cornell, Chief Financial Officer, OMB
Charles Showers, Department Business Administrator, Public Safety