

TO: Jake Pawlak, Director, Office of Management and Budget
FROM: Felicity Williams, Deputy Chief of Staff
DATE: 9/16/2025
SUBJECT: Acting Pay Request

I am requesting acting pay for Cydney Cooper, Communications Senior Manager, for the period commencing December 1, 2025; this employee will be acting in the position of Communications Director.

Per the Acting Pay Policy revised in June of 2022, Cydney Cooper "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".

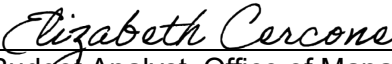
Thank you.

Acting Payroll Approval

Employee:	Cydney Cooper
Current Position Title:	Communications Senior Manager
Acting Position Title:	Communications Director
Dates:	December 1, 2025 through December 31, 2025 or until the position is filled, whichever ever is sooner.
Current Salary and Step & Grade:	\$83,512 (\$40.15/hr) and Step & Grade
Acting Salary and Step & Grade:	\$110,718 (\$53.23/hr) and Step & Grade



Department Director



Budget Analyst, Office of Management and Budget



Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration