

TO: Jake Pawlak, Deputy Mayor  
FROM: Kimberly Lucas - Acting Director, Department of Mobility and Infrastructure  
DATE: December 8, 2022  
SUBJECT: Acting Pay Request

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I am requesting acting pay for Brandon Burch, Inspector 2, for the period commencing December 1, 2022 until a replacement is hired or until May 31, 2023. This employee will be acting in the position of Engineering Technician 3.

Per the Acting Pay Policy revised in June of 2018, Brandon Burch "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.

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**Acting Payroll Approval**

Employee:	Brandon Burch
Current Position Title:	Inspector 2
Acting Position Title:	Engineering Technician 3
Dates:	December 1, 2022 – May 31, 2023
Current Salary and Step & Grade:	U08-B - \$52,480
Acting Salary and Step & Grade:	22E - \$62,380



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Budget Analyst, Office of Management & Budget



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Chief Operating and Administrative Officer



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Director, Office of Management & Budget

Cc: Lead Payroll Coordinator  
Supervisor of Applications & Records