

WILLIAM PEDUTO
MAYOR



WENDELL D. HISSRICH
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC SAFETY
CITY-COUNTY BUILDING

INTEROFFICE MEMORANDUM

DATE:	March 29, 2021	FROM:	<i>WDDH</i> Wendell D. Hissrich
TO:	Chief of Staff Gilman	DEPT:	Mayor's Office
RE:	Acting Pay Request		

I am requesting acting pay for Cara Cruz, Deputy Public Information Officer, for the period commencing April 5, 2021. This employee will be acting in the position of Public Information Officer.

Per the Acting Pay Policy revised in June of 2018, Cara Cruz "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 initial approval from your office, please otherwise forward this memo to the Office of Management & Budget for approval.

Thank you.

Acting Payroll Approval

Employee: Cara Cruz

Current Position Title: Deputy Public Information Officer

Acting Position Title: Public Information Officer

Dates: 4/5/21 – 6/30/21 or start date of new Public Information Officer, whichever is earlier

Current Salary and Step & Grade: \$63,887/24E

Acting Salary and Step & Grade: \$78,520/28F



Department Chief



Budget Analyst, OMB



Director, Office of Management & Budget

Chief of Staff, Mayor's Office

Cc: Mary Griffith, Payroll Manager, HRCS
Rhonda Nesbit, HR Supervisor, HRCS
Patrick Cornell, Assistant Director, OMB
Lee Schmidt, Assistant Director, Public Safety
Charles Showers, Department Business Administrator, Public Safety