

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

FROM: Chris Hornstein, Director Department of Public Works

DATE: July 8, 2024

SUBJECT: Acting Pay Request


I am requesting acting pay for Jarret Bogdanski for the period commencing July 2, 2024, until a replacement is found or until the end of the calendar year. This employee will be acting in the position of Parks Maintenance Manager.


Per the Acting Pay Policy revised in June of 2022, Jarret Bogdanski "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:	Jarret Bogdanski
Current Position Title:	Foreman, Second in Command
Acting Position Title:	Parks Maintenance Manager
Dates:	July 2, 2024 – December 31, 2024
Current Salary and Step & Grade:	\$63,119, n/a
Acting Salary and Step & Grade:	\$81,074, 27E


Budget Analyst, Office of Management and Budget


Assigned Chief, Office of Management and Budget


Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration
Kelli Lewis
Don Mudrick