

WILLIAM PEDUTO
MAYOR



HEIDI NORMAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF INNOVATION & PERFORMANCE
CITY-COUNTY BUILDING

TO: Kevin Pawlos, Director, OMB
FROM: Heidi Norman, Acting Director of Innovation & Performance
DATE: December 3, 2021
SUBJECT: Acting Pay Request

I am requesting acting pay for Jeffrey Hovis, Business Relationship Manager for the period commencing December 3, 2021; this employee will be acting in the position of Manager, Project Management Office.

Per the Acting Pay Policy and City Codes §111.01 & §111.02, Jeffrey 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, forward this memo to your department Chief if applicable; otherwise forward this memo to the Office of Management & Budget for approval. Thank you.

Acting Payroll Approval

Employee: Jeffrey Hovis
Current Position Title: Business Relationship Manager
Acting Position Title: Manager, Project Management Office
Dates: 12/3/2021 – 1/16/2022
Current Salary and Step & Grade: \$74,194 – 27E
Acting Salary and Step & Grade: \$80,876 – 29E

A handwritten signature in cursive that reads 'Kinsley Casey'.

Department Chief, if applicable

Budget Analyst, Office of Management & Budget

Director, Office of Management & Budget

Chief of Staff, Mayor's Office

[Type here]

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records