

ED GAINNEY
MAYOR



HEIDI NORMAN
DIRECTOR

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

TO: Jake Pawlak, Director, Office of Management and Budget
FROM: Heidi Norman, Director of Innovation & Performance
DATE: September 26, 2022
SUBJECT: Acting Pay Request

I am requesting acting pay for Katherine Grober, Senior Fiscal Administrator, for the period commencing September 26, 2022; this employee will be acting in the position of Administration Manager.

Per the Acting Pay Policy revised in December of 2021, Katherine Grober “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: Katherine Grober
Current Position Title: Senior Fiscal Administrator
Acting Position Title: Administration Manager
Dates: 9/26/2022 – 12/18/22
Current Salary and Step & Grade: \$57,345 – 20E
Acting Salary and Step & Grade: \$76,420 – 27E

Budget Analyst, Office of Management and Budget

Assigned Chief, Office of Management & Budget

Director, Office of Management & Budget

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records