

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

FROM: Chris Hornstein, Director

DATE: July 15, 2024

SUBJECT: Acting Pay Request


I am requesting acting pay for Keith Younger for the period commencing August 27, 2024, until a replacement is found or six months. This employee will be acting in the position of Parks Maintenance Manager.

Per the Acting Pay Policy revised in June of 2022, Keith Younger "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:	Keith Younger
Current Position Title:	Foreman, Second in Command
Acting Position Title:	Parks Maintenance Manager
Dates:	August 27, 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
27 start



Director, Office of Management and Budget

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