


EDWARD C. GAINES
MAYOR



LEE C. SCHMIDT
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC SAFETY
CITY-COUNTY BUILDING

INTEROFFICE MEMORANDUM

DATE:	6/12/24	FROM:	Lee C. Schmidt 
TO:	Chief Lisa Frank, Mayor's Office	THRU:	Elizabeth Schellin, OMB
RE:	Acting Pay Request		

I am requesting acting pay for Sarah Hershey, Victim Assistance Specialist, for the period commencing July 5th, 2024. This employee will be acting in the position of Victim Assistance and Trauma Coordinator.

Per the Acting Pay Policy revised in June of 2022, Sarah Hershey "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 your approval, please forward this memo to the Director of Office of Management & Budget for final approval.

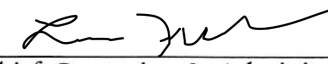
Thank you.

Acting Payroll Approval

Employee: Sarah Hershey
Current Position Title: Victim Assistance Specialist
Acting Position Title: Victim Assistance and Trauma Coordinator
Dates: July 5th, 2024, through September 27, 2024
Current Salary and Step & Grade: \$66,179/ 22E
Acting Salary and Step & Grade: \$69,035/ 23E



Budget Analyst, OMB



Chief Operating & Administrative Officer, Mayor's Office



Director, Office of Management & Budget

Cc: Mary Griffith, Payroll Manager, HRCS
Rhonda Nesbit, HR Supervisor, HRCS
Patrick Cornell, Chief Financial Officer, OMB
Charles Showers, Department Business Administrator, Public Safety

