



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

FROM:  Lee Schmidt, Director of Public Safety

DATE: February 26, 2025

SUBJECT: Acting Pay Request

I am requesting acting pay for Natalie Coleman for the period commencing Monday, March 10th, 2025, until a replacement is found or a period of 6 months. This employee will be acting in the position of Administrative Assistant.

Per the Acting Pay Policy revised in June of 2022, Natalie Coleman “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 decision that cannot be deferred or referred to a higher level”.

Thank you,

Lee C. Schmidt
Director, Department of Public Safety

Acting Pay Approval

Employee:	Natalie Coleman		
Current Position Title:	Administrative Specialist		
Acting Position Title:	Administrative Assistant		
Dates:	March 10 – September 10 or until replacement found		
Current Salary and Step & Grade:	\$	08G	\$42,744.00
Acting Salary and Step & Grade:	\$	15G	\$54,974.50


Budget Analyst, Office of Management and Budget

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Assigned Chief, Office of Management and Budget


Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Management of HR Administration
Fiona Kelman, DBA Police

LS: fmk