

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

FROM: Kathryn Vargas, Director, Department of Parks and Recreation

DATE: July 8, 2024

SUBJECT: Acting Pay Request

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I am requesting acting pay for Vanessa Calderon for the period commencing July 8, 2024 for six months or until the position is filled. This employee will be acting in the position of Program Coordinator 3, Farmers Market.


Per the Acting Pay Policy revised in June of 2022, Vanessa Calderon "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.

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**Acting Payroll Approval**

Employee:	Vanessa Calderon
Current Position Title:	Farmers Market Manager, PT
Acting Position Title:	Program Coordinator 3, Farmers Market
Dates:	July 8, 2024 – December 8, 2024
Current Salary and Step & Grade:	\$20.60/hour
Acting Salary and Step & Grade:	\$60,837.09 (\$29.2486/hour), 20E

  
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Budget Analyst, Office of Management and Budget

  
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Assigned Chief, Office of Management and Budget

  
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Director, Office of Management and Budget

CC: Lead Payroll Coordinator  
Manager of HR Administration