



March 1, 2024

Harper Donahue, IV
City Service Commission
Department of Employee Relations
City Hall, Room 706

Dear Director Donahue:

Pursuant to Rule VIII, Section 8, we are requesting that the probationary period for Consumer Environmental Health Inspector, Joshua Beier be extended six (6) months to September 8, 2024. This is the first request for an extension of probation.

Background

The Consumer Environmental Health Inspectors apply environmental and public health control measures to protect human health, safety and welfare and protect consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

Performance Concerns

Similar themes in performance and needed improvements have been observed since October, 2023. Immediate feedback has been given at each opportunity, however, additional training is needed to meet the standards of the position. The main areas of concern are customer service, communication and competency in conducting risk-based inspections.

Action Plan

1. Complete all inspections using a thorough risk-based approach and providing food safety and sanitation education to operators on all risks, best practices
2. Be clear, concise in operator and team communications
3. Increase self-awareness of tone, facial expressions, body language/non-verbal communications
4. Ensure efficient inspection flow
5. Ensure thorough documentation, reporting and district management of inspections
6. Improve emotional resiliency

Conclusion



An extension of the probationary period of six months for Consumer Environmental Health Inspector, Joshua Beier, will allow the employee more time to learn and gain confidence in the position. We are confident this can be accomplished.

Thank you for your consideration. Please contact Lindsey O'Connor at 414-286-6406 with any questions you may have.

Sincerely,

DocuSigned by:

Michael F Totoraitis

0481CE62C52F45F...

Michael F. Totoraitis, PhD
Commissioner of Health