



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Vacant**  
Director

**Kristin Urban**  
Special Deputy Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

To the Honorable  
The Board of City Service Commissioners

Dear Commissioners,

Mr. Jones has appealed the rejection of his application for the Urban Forestry Specialist (UFS) title with the Department of Public Works, Operations Division. Mr. Jones' appeal was timely. The Urban Forestry Specialist (UFS) job announcement bulletin (Attachment#1), a redacted copy of Mr. Jones' application (Attachment #2), the notification relative to his status (Attachment #3), Mr. Jones' appeal letter (Attachment #4) and a copy of the most recent Urban Forestry Arborist Apprentice (UFAA) job announcement bulletin (Attachment #5) are attached.

### Background

The position of Urban Forestry Specialist was announced on May 13, 2025, and closed on June 13, 2025 (Attachment #1). The posted minimum requirements include:

1. Five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle.
2. Valid driver's license at the time of application closing, throughout the selection process, and throughout employment.
3. Valid Class B Commercial Driver Learner permit (CLP) without the Air brakes restriction at the time of application closing, throughout the selection process, and throughout employment. NOTE: Please visit Wisconsin DOT CDL Requirements for more information.
4. Good driving record at the time of application closing, throughout the selection process, and throughout employment.
5. Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.
6. Basic First Aid and CPR Certification within one year of appointment and throughout employment.
7. State of Wisconsin Pesticide Applicator Certification (Turf & Landscape Category 3.0) within one year of appointment and throughout employment.

Fifty-six applications were submitted on time. Mr. Jones is one of fifty-four applicants who did not meet the minimum qualifications.

### Discussion

The UFS focuses on arborist duties throughout the City of Milwaukee with an emphasis on planting, maintaining, and removing trees, shrubs, and other landscape plants in the City's green

spaces. UFSs must have a depth of knowledge in arboriculture and urban forestry, including substantial work experience climbing trees using rope and saddle, at the time of hire. Internally, UFSs are promoted from the UFAA position (formerly titled Urban Forestry Arborist Trainee). UFAAs participate in a prescribed curriculum that teaches them to plant, maintain, and remove trees, landscape, and turf, with an emphasis on arborist duties. UFAAs learn skills such as rope and saddle climbing, as well as how to operate specialized power equipment. The UFS incumbents are often involved in modeling proper climbing techniques and training new UFAAs

The UFAAs participate in 5,400 hours of on-the-job training and 440 hours of instruction that encompass all aspects of tree care. Due to the number of vacancies, the department determined it would be best first to try to hire individuals who qualify at the higher level of UFS before assembling a new UFAA class.

Mr. Jones is a City Laborer with the Department of Public Works' Sanitation Division. Mr. Jones provided a resume that indicated he worked at Ken's Tree SER from 1987 to 2020, Cross Logging Co. from 1990 to 2021, and Krj Son's Tree and Landscape LLC. Mr. Jones stated that his duties included using a chainsaw to cut down trees or clear land of timber, pruning hedges, trimming lawns, and planting flowers (Attachment #3). Mr. Jones confirmed via email that he does not have experience climbing trees using a rope and saddle, which is a minimum requirement for the position.

Mr. Jones was informed that he did not meet the minimum requirements for the position on July 1, 2025 (Attachment #3). This decision was based on a fair process that involved comparing each applicant's experience to the job requirements. Accepting Mr. Jones' application would be unfair to the fifty-three other applicants who were similarly found not to meet the minimum standards.

### **Recommendation**

Based upon the information detailed above, I recommend that Mr. Jones' appeal be denied. I would encourage Mr. Jones to apply for the Urban Forestry Arborist Apprentice position when next posted.

I can be reached at 414.286.3380 should you have any questions regarding this matter.

Very truly yours,

Jamie A. Heberer  
Human Resources Representative

# URBAN FORESTRY SPECIALIST

**Recruitment #2505-1001DC-001**

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-OPS-FORESTRY
<b>Open Date</b>	5/13/2025 11:00:00 AM
<b>Filing Deadline</b>	6/13/2025 11:59:00 PM
<b>HR Analyst</b>	Jamie Heberer

## INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce committed to providing exemplary service to its residents. If you are passionate about being part of an inclusive team of public servants, please consider the following opportunity.

**The City of Milwaukee Forestry Services designs, plans, plants, and manages approximately 190,000 street trees, boulevards, landscapes, green spaces, and beautification projects throughout the City of Milwaukee.**

## PURPOSE

With an emphasis on arborist duties, Urban Forestry Specialists plant, maintain and remove trees, shrubs and other landscape plants growing in City green spaces.

## ESSENTIAL FUNCTIONS

### Tree, Plant, and Boulevard Maintenance:

- Following American National Standards Institute (ANSI) A300 Pruning Standards and ANSI Z133 Safety Standards, prune trees by means of safely climbing and using a rope and saddle while working at heights of 60 feet and higher.
- Prune shrubs from the ground, according to accepted horticultural practices.
- Perform tree rigging on the ground and aloft.
- Plant, maintain, and remove trees, shrubs, and other landscape plants on City boulevards and green spaces.
- Perform plant health care activities, such as treating trees and shrubs to prevent common pests and diseases.
- Operate large vehicles, such as aerial lifts and 2½-ton dump trucks.
- Operate specialized power equipment and hand equipment on the ground and aloft, such as mowers, stumpers, chainsaws, chippers, trenchers, backhoes, pipe pullers, sprayers, tree injection equipment, and other hand and motorized equipment.
- Construct, repair, and maintain concealed irrigation systems.
- Adhere to ANSI, OSHA (Occupational Safety and Health Administration) and departmental safety standards.
- Train new and seasonal employees.

### Emergency Response:

- Participate in removing downed trees and limbs and abatement of hazardous conditions caused by wind, snow, and ice storms.
- Participate in snow and ice control operations, including plowing snow and salting City streets.

### Recordkeeping and Training Participation:

- Maintain records and daily activity reports.
- Attend approved related training and satisfactorily complete the prescribed course material.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

**Urban Forestry Specialists serve in an emergency capacity, removing broken branches and fallen trees and participating in the City's snow and ice control operations.**

Urban Forestry Specialists must be willing and able to do the following:

- perform physically demanding work
- properly lift and move objects weighing up to 50 pounds alone and up to 100 pounds with assistance
- use hazardous equipment properly and safely, such as chainsaws and woodchippers
- work outdoors in variable weather conditions (e.g., heat, cold, and wind)

- tolerate conditions such as noise, dirt, and pollen
- climb ladders and ropes and work at heights of 60 feet or more
- wear personal protective equipment (PPE) and correctly use fall protection gear
- work beyond assigned shifts to respond to various emergencies
- respond to emergency call-outs and report within 60 minutes or fewer at any time during the day or night, any day of the week, for snow and ice control operations and other emergencies and
- work throughout the City of Milwaukee.

By law, persons in these positions are required to pass pre-employment drug tests and are subject to random drug and alcohol testing during employment. Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if the U.S. Department of Transportation requires those tests.

The preplacement medical requirements for this title include:

- Physical/lift test
- Audiogram
- Vision
- DOT – Drug Test

## MINIMUM REQUIREMENTS

1. Five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle.
2. Valid driver's license at the time of application closing, throughout the selection process, and throughout employment.
3. Valid Class B Commercial Driver Learner permit (CLP) without the Air brakes restriction at the time of application closing, throughout the selection process, and throughout employment. NOTE: Please visit [Wisconsin DOT CDL Requirements](#) for more information.
4. Good driving record at the time of application closing, throughout the selection process, and throughout employment.
5. Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.
6. Basic First Aid and CPR Certification within one year of appointment and throughout employment.
7. State of Wisconsin Pesticide Applicator Certification (Turf & Landscape Category 3.0) within one year of appointment and throughout employment.

## DESIRABLE QUALIFICATIONS

- International Society of Arboriculture (ISA) Certified Arborist designation.
- ISA Tree Risk Assessment Qualification (ISA TRAQ).

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of ANSI and OSHA safety regulations applicable to the arboricultural and landscape industries.
- Knowledge of common tree and landscape plant species.
- Knowledge of tree biology concepts.
- Knowledge of tree risk assessments.
- Knowledge of the signs and symptoms of insects and diseases.
- Ability to climb trees using rope, saddle, and other tree-climbing equipment.
- Ability to assess and perform pruning on young, juvenile, mature, and over-mature trees.
- Ability to perform a climbing aerial rescue.
- Ability to plan and set up tree rigging for topping, felling, and removing urban trees.
- Ability to use a chainsaw safely and perform field maintenance.
- Ability to correctly tie various tree climbing and rigging knots.
- Ability to plant, maintain, and remove trees, shrubs, and other landscape plants.
- Ability to operate and drive vehicles such as an aerial lift and a 2½-ton dump truck.
- Ability to safely drive and operate snowplows and salt trucks on city streets.
- Ability to operate job-related power equipment and hand-held equipment.
- Ability to perform field maintenance on some power equipment.
- Ability to construct, repair, and maintain irrigation systems.
- Ability to accurately complete activity reports.
- Ability to read and understand documents such as work rules, policies, and operating manuals.

### Interpersonal and Communication

- Ability to work cooperatively and effectively in a team environment with others whose backgrounds may differ from one's own, including supervisors and coworkers.
- Ability to understand and follow verbal and written instructions.
- Ability to interact with the public courteously and cooperatively.

### Judgment and Critical Thinking

- Ability to exercise care and good judgment regarding safety at all times.

- Ability to use City resources responsibly.

## CURRENT SALARY

The current salary range (Pay Range 7EN) is **\$63,165-\$76,467** annually, and the resident incentive salary range for City of Milwaukee residents is **\$65,060-\$78,761**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

**BENEFITS**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits the City of Milwaukee offers, please visit <http://city.milwaukee.gov/DER/benefits>

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job-related and consist of written and performance examinations. The performance exam may include the following major components:

1. Tree climbing using rope and saddle, including pre-climb inspection, rope installation, basic knots, ascension, work positioning and movement within the tree, basic rigging (including controlled limb lowering), and descension.
2. Climbing aerial rescue technique.
3. Tree pruning practices.
4. Felling practices for topping and removing urban trees.
5. Identification of tree and plant species.

The Department of Employee Relations reserves the right to call only the most qualified candidates to the performance examination. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after the application deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the examination date, time, and place. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- **APPLICATIONS** and further information can be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you need help completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

**EEO 704**

**The City of Milwaukee values and encourages diversity and is an equal opportunity employer.**

# SJ

**Job Title: URBAN FORESTRY SPECIALIST**

**Job Number: 2505-1001DC-001**

**EasyID: JON-10-5090**

---

**EasyID Jon-10-5090**

---

**Current or Previous City of Milwaukee Employment**

---

Are you currently, or were you previously, employed by the City of Milwaukee?

- ☒ Current  
☐ Previous  
☐ Never

Position Title **Laborer**

Department **DPW-OPS-SANITATION**

Employee ID# **037207**

Start Date **08/07/2023**  
MM/DD/YYYY

End Date  
MM/DD/YYYY

Reason for Leaving **Still Employed**  
*Describe:*

---

**Additional Information**

---

Fluent in a Language  
Other than English

Do you wish us to reveal  
your identity?

The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

☐ Yes ☒ No

Are you able to provide  
documentation that  
demonstrates that you are  
legally authorized to work  
in the United States?

In accordance with the Immigration Reform Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

☒ Yes ☐ No

How did you hear of the  
opening?

[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

---

**Basic Education**

---

Have you graduated from  
high school?

☐ Yes ☒ No

If you did not graduate  
from high school, do you  
have a General Education  
Development Certificate  
(GED) or a High School  
Proficiency Certificate?

☐ Yes ☒ No

*If Yes, enter date issued and certificate number.*

GED Date  
Received

Certificate #

---

**High School**

---

High School Name **Custer high school**

Address **4633w Sherman blv**

City and State **Milwaukee Wisconsin**

### College and Graduate School Education

Name, City, & State	Major/Minor Course of Study	Dates of Attendance	Degree Pursued	# of Credits Earned Date Graduated
	-	-	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	-	-	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	-	-	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	-	-	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	-	-	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Licenses & Certifications

Related to or required by the position for which you are applying.

Do you have any current  
occupational and  
professional licenses and  
certificates?

☐ Yes ☒ No

License/Certificate Type

Issuing Agency/Board

Serial #

Date Issued

Expiration

State of Issue

### Seminars

List any other education, training programs, workshops or professional seminars you have successfully completed which may relate to this position. Include name of institution/school and dates.

I have a llc for tree cutting I have been familiar with this type of work since I was 12 years of age

### Work Experience

View and print your application.

Job #1



From (Mo/Yr) To (Mo/Yr)		Total Yrs/Mos Worked	Job Title	Full Time/Hours Per Week
08/2023 Present		yrs mos	Sanitation	Full-time
Employer's Name	Employer's Address		Employer's Phone	
City of Milwaukee	North Sanitation, Milwaukee, WI		(414) 286-5561	
Type of Business	Supervisor's Name/Title		Supervisor's Phone	
City of Milwaukee	Ryan/Lead for sanitation		(414) 286-5561	
Reason for Leaving			Number You Supervised	
Still with			5	
Job Duties				
Ruby garage north Sanitation				

SHANNON D JONES



I started with the City of Milwaukee in the sanitation department 8-7-2023

I originally wanted to apply to the forestry department but it was not hiring at

The time. I did take an pass the Arborist Apprentice program test an passed it

But nothing happened. I have life long experience in the work that forestry dose

Due to my own LLC I started an also two Family owned business.

SHANNON D JONES



Experience

Ken's Tree SER

Milwaukee WI

Cutting down tree's for home owner's and some business using  
A chainsaw 1987-2020

Cross Logging co

Kosciusko Mis

Clearing land of timber for land development for private property  
An business owner's using a chainsaw 1990-2021

Krj son's tree & landscape LLC

Milwaukee WI

Tree cutting and pruning hedge trimming lawn maintenance tree  
An flower planting

City of Milwaukee DPW

Laborer sanitation department 8-7-2023

Education custer high school



Department of Employee Relations  
City Hall, Room 706  
200 E. Wells Street, Milwaukee, WI 53202-3554  
(414) 286-3751 FAX (414) 286-0203 TDD (414) 286-2960

Tuesday, July 1, 2025

Shannon Jones

Dear Shannon

Thank you for your interest in employment with the City of Milwaukee. I have carefully considered your application for the position of URBAN FORESTRY SPECIALIST. You do not meet the minimum qualifications for this position due to the reason listed below. Therefore, we cannot accept your application at this time.

Education/Experience

The Urban Forestry Specialist minimum requirements are five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle.

I encourage you to visit our website, [Job Aps](#) for other employment opportunities that may be of interest to you.

Additionally, the City of Milwaukee is always looking to be a resource for our applicants. Though you did not meet the minimum requirements for URBAN FORESTRY SPECIALIST, we would like to help. The City of Milwaukee's Department of Workforce Development works with Milwaukee residents to achieve the necessary skills to gain stable, family-sustaining jobs throughout the City of Milwaukee. We would like to refer you to the Workforce Development Department for their assistance in your professional journey.

If you are interested in exploring available resources through the City's Workforce Development Department, visit the DirectConnectMKE website by clicking on the link here: [DirectConnectMKE](#). If you have any additional questions, please reach out to Jason Thompson at 414-286-3357 or email him at [jason.thompson@milwaukee.gov](mailto:jason.thompson@milwaukee.gov)

Thank you, again, for your interest in not just working IN Milwaukee, but working ON Milwaukee!

If you have any questions concerning this notice, please call our office at 414-286-3751 or respond to this email for additional assistance.

Sincerely,  
Jamie Heberer  
Human Resources Representative

You may appeal the above action by filing a written appeal, including the basis upon which the appeal is made, to the City Service Commission via email at [elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov) or by calling 414.286.3398 or 414.708.8561. The appeal must be received by the Commission no later than ten calendar days after this notification was mailed.

**From:** Shannon Jones  
**Sent:** Monday, July 21, 2025 2:37 PM  
**To:** Moore, Elizabeth <[elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov)>  
**Subject:** I would still like to appeal

Hello Mrs. Moore, I was denied for the Forestry position. Due to not providing enough experience with rope climbing, I was told to apply for the next arborist apprentice program. I have taken that test and passed it; I had no problem using the rope. I normally climb on my own without a rope. I would like to get this position because I do this kind of work as a side job. And I wanted to learn more about the rope climbing. I can climb with the rope, but I'm very interested in learning more about it. This is something I would pick up fast because I have been around this type of work all my life. Really, there is no job in forestry that I am not already very familiar with. I have just been having trouble getting in. I apply every time they have a position open, but just haven't been able to get in. Thank you for your time. Sincerely,  
Shannon Jones

---

Hello Shannon,

Thank you for providing the resume. I, along with an additional HR analyst, conducted an additional review on the materials provided. After the additional review, it has been determined that the experience you described in your resume does not rise to the level of five years urban forestry experience emphasizing arboriculture and including substantial experience climbing trees using rope and saddle. There is no mention in your resume or application of arboriculture, tree climbing, using tools other than a chainsaw associated with arborist experience.

At this time, it is determined that your application does not meet the minimum requirements for the Urban Forestry Specialist position.

If you wish to continue with an appeal, which would be heard by the full City Service Meeting at their next available meeting, you can contact Ms. Moore, who you initially emailed. Otherwise, I would recommend that you apply for other positions in forestry when they open up, like Urban Forestry Laborer or Urban Forestry Arborist Apprentice.

Respectfully,  
Jamie Heberer



**Jamie A. Heberer** (she/her/hers)  
Human Resources Representative  
City of Milwaukee, Department of Employee Relations  
Office: 414-286-3380 Email: [jheber@milwaukee.gov](mailto:jheber@milwaukee.gov)  
[milwaukee.gov/der](http://milwaukee.gov/der)

**From:** Shannon Jones  
**Sent:** Thursday, July 10, 2025 12:58 PM  
**To:** Heberer, Jamie <[jheber@milwaukee.gov](mailto:jheber@milwaukee.gov)>  
**Subject:** Re: Urban Forestry Specialist-IMPORTANT-Application Status

Hello Jamie I just sent you the resume that I sent to Mrs Porter when I had also applied for a forestry labor position she posted back in may.

On Thu, Jul 10, 2025, 12:44 PM Heberer, Jamie <[jheber@milwaukee.gov](mailto:jheber@milwaukee.gov)> wrote:

Hello,

The CPR and Pesticide certifications are needed within one year of appointment and not the reason your application was rejected. The minimums needed were five years of urban forestry experience, if you have additional information about that minimum that you wish to share, please send it over by the deadline list below.

If you do not wish to move forward with the appeal at this time, please email Ms. Moore back and let her know.

Respectfully,

Jamie Heberer

**From:** Shannon Jones  
**Sent:** Thursday, July 10, 2025 12:31 PM  
**To:** Heberer, Jamie <[jheber@milwaukee.gov](mailto:jheber@milwaukee.gov)>  
**Subject:** Re: Urban Forestry Specialist-IMPORTANT-Application Status

Thank you for your help I can definitely do the job but unfortunately I don't have the CPR or the pesticide certification. Thank again for responding and trying to help me out

---

Hello Shannon,

This communication is a response to the email message sent to [elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov) on July 9, 2025 in which you questioned the rejection of application notice you received for the Urban Forestry Specialist recruitment with the Forestry Division in the city of Milwaukee.

Since receiving your message, a second review of the application materials you submitted has been conducted.

The minimum requirements for the position as posted on the job announcement bulletin include the following:

1. Five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle.
2. Valid driver's license at the time of application closing, throughout the selection process, and throughout employment.
3. Valid Class B Commercial Driver Learner permit (CLP) without the Air brakes restriction at the time of application closing, throughout the selection process, and throughout employment. NOTE: Please visit Wisconsin DOT CDL Requirements for more information.
4. Good driving record at the time of application closing, throughout the selection process, and throughout employment.
5. Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.
6. Basic First Aid and CPR Certification within one year of appointment and throughout employment.
7. State of Wisconsin Pesticide Applicator Certification (Turf & Landscape Category 3.0) within one year of appointment and throughout employment.

The following is the analysis of the application materials you submitted:

Experience:

- Sanitation (City of Milwaukee) 8/2023- present

It was mentioned in the section for seminars that "I have a llc for tree cutting I have been familiar with this type of work since I was 12 years of age"

Conclusion:

The minimum requirement was "Five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle." The experience listed on your application did not indicate that you had any professional experience in urban forestry including arboriculture, climbing trees, and using ropes/ saddles. Since you did not list your LLC name, if it is full or part time, or years of working there or provide a full descriptions of your duties, I was not able to count that experience toward the minimum requirements. Therefore, you are five years short of meeting the minimum requirements.

This determination is specific to the posted minimum requirements of the Urban Forestry Specialist position. Other recruitments for which you may apply or may have been accepted to are independent selection processes with different posted minimum requirements and therefore, are not relevant to this decision. If you wish to supplement your application materials by submitting documentation of work experience (specific to the required experience listed in #1 above) that you have not yet indicated on your application, you are welcomed to do so. Please submit your supplemental materials to me before Noon on Monday, July 14, 2025 via email to [jheber@milwaukee.gov](mailto:jheber@milwaukee.gov)

This email initiates a collaborative review process with you. Please note: This is a confidential process between you, the applicant and DER-Staffing. To the greatest extent possible, please refrain from communicating your status in this recruitment to others as doing so may jeopardize the fair and impartial nature of this recruitment; direct all questions you may have to me.

Sincerely,

Jamie Heberer

---

Hello,

See the email below. Shannon wishes to appeal this rejection of application.  
Please let me know who will be reaching out to Shannon Jones. Thank you,

Respectfully,

Elizabeth Moore

Administrative Support Specialist

Department of Employee Relations

200 E. Wells St., Room 706

Milwaukee, WI 53202

414-708-8561 (C)

[elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov)

---

**From:** Shannon Jones

**Sent:** Wednesday, July 9, 2025 4:37 PM

**To:** Moore, Elizabeth <[elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov)>

**Subject:** Fwd: Urban Forestry Specialist-IMPORTANT-Application Status

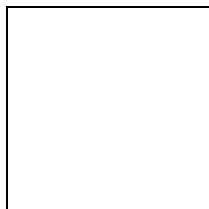
----- Forwarded message -----

From: <[staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov)>

Date: Tue, Jul 1, 2025, 4:17 PM

Subject: Urban Forestry Specialist-IMPORTANT-Application Status

To:



Tuesday, July 1, 2025

Shannon Jones

Dear Shannon

Thank you for your interest in employment with the City of Milwaukee. I have carefully considered your application for the position of URBAN FORESTRY SPECIALIST. You do not meet the minimum



qualifications for this position due to the reason listed below. Therefore, we cannot accept your application at this time.

#### Education/Experience

The Urban Forestry Specialist minimum requirements are five years of urban forestry experience, emphasizing arboriculture and including substantial experience climbing trees using rope and saddle.

I encourage you to visit our website, [Job Aps](#) for other employment opportunities that may be of interest to you.

Additionally, the City of Milwaukee is always looking to be a resource for our applicants. Though you did not meet the minimum requirements for URBAN FORESTRY SPECIALIST, we would like to help. The City of Milwaukee's Department of Workforce Development works with Milwaukee residents to achieve the necessary skills to gain stable, family-sustaining jobs throughout the City of Milwaukee. We would like to refer you to the Workforce Development Department for their assistance in your professional journey.

If you are interested in exploring available resources through the City's Workforce Development Department, visit the DirectConnectMKE website by clicking on the link here: [DirectConnectMKE](#). If you have any additional questions, please reach out to Jason Thompson at 414-286-3357 or email him at [jason.thompson@milwaukee.gov](mailto:jason.thompson@milwaukee.gov)

Thank you, again, for your interest in not just working IN Milwaukee, but working ON Milwaukee!

If you have any questions concerning this notice, please call our office at 414-286-3751 or respond to this email for additional assistance.

Sincerely,  
Jamie Heberer  
Human Resources Representative

You may appeal the above action by filing a written appeal, including the basis upon which the appeal is made, to the City Service Commission via email at [elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov) or by calling 414.286.3398 or 414.708.8561. The appeal must be received by the Commission no later than ten calendar days after this notification was mailed.

# URBAN FORESTRY ARBORIST APPRENTICE

## Recruitment #2401-1003NR-001

List Type	Original
Requesting Department	DPW-OPS-FORESTRY
Open Date	1/16/2024 09:15:00 AM
Filing Deadline	3/15/2024 11:59:00 PM
HR Analyst	Jamie Heberer

## INTRODUCTION

**If you enjoy working outdoors, learning about proper tree care, and serving the public with other dedicated, supportive team members, this may be the opportunity for you!**

The City of Milwaukee's Urban Forestry Arborist Apprentice Program consists of 5,840 hours (approximately 3.5 years) and includes 5,400 hours of on-the-job learning and 440 hours of paid instruction encompassing all aspects of tree care, from planting and pruning to managing diseases and insects.

**This comprehensive program prepares Arborist Apprentices to become Urban Forestry Specialists (Journey Worker Arborists) working for the City of Milwaukee.**

More information about the Arborist Apprentice opportunity, selection process and upcoming information sessions can be found through the following link: [milwaukee.gov/ufaa](https://milwaukee.gov/ufaa)

The City of Milwaukee's Urban Forestry Arborist Apprentice Program is regulated by the State of Wisconsin Workforce Development-Bureau of Apprenticeship Standards. To learn more, visit their website: <https://dwd.wisconsin.gov/apprenticeship/occupations/arborist.htm>.

**Testing dates are scheduled as follows (subject to change):**

Posting Dates	January 16, 2024 – March 8, 2024
Performance Examination:	First week of April (Rain date second week of April)

## PURPOSE

Under the direction of the Forestry Services Manager, Urban Forestry Arborist Apprentices (UFAAs) participate in a prescribed curriculum in which they learn to plant, maintain, and remove trees, landscape, and turf growing on the City of Milwaukee's boulevards and green spaces, with an emphasis on arborist duties.

## ESSENTIAL FUNCTIONS

**Apprentices will be trained to perform the following duties:**

### **Tree, Plant, and Boulevard Maintenance:**

- Prune trees by means of safely climbing and using a rope and saddle while working at heights of 60 feet and higher in accordance with American National Standards Institute (ANSI) A300 Pruning Standards and ANSI Z133 Safety Standards.
- Prune shrubs from the ground according to accepted horticultural practices.
- Perform tree rigging on the ground and aloft.
- Plant, maintain, and remove trees, shrubs, and other landscape plants on City boulevards and green spaces.
- Perform plant health care activities, such as treating trees and shrubs to prevent common pests and diseases.
- Operate large vehicles such as aerial lifts and 2½-ton dump trucks.
- Operate specialized power equipment and hand equipment on the ground and aloft, such as mowers, stumpers, chainsaws, chippers, trenchers, backhoes, pipe pullers, sprayers, tree injection equipment, and other hand and motorized equipment.
- Perform field maintenance on some power equipment.
- Construct, repair, and maintain concealed irrigation systems.
- Adhere to ANSI, OSHA (Occupational Safety and Health Administration), and departmental safety standards at all times.

### **Emergency Response:**

- Participate in the removal of downed trees and limbs and in the abatement of hazardous conditions caused by wind, snow, and ice storms.
- Participate in snow and ice control operations, including plowing snow and salting City streets.

### **Recordkeeping and Training Participation:**

- Maintain records and daily activity reports.
- Attend approved related training, and satisfactorily complete the prescribed course material.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

Urban Forestry Arborist Apprentices serve in an emergency capacity, removing broken branches and fallen trees and participating in the City's snow and ice control operations.

**Urban Forestry Arborist Apprentices must be willing and able to do the following:**

- perform physically demanding work
- properly lift and move objects weighing up to 50 pounds alone and up to 100 pounds with assistance
- be trained to use hazardous equipment properly and safely, such as chainsaws and woodchippers
- work outdoors in variable weather conditions (e.g., heat, cold, and wind)
- tolerate conditions such as noise, dirt, and pollen
- climb ladders and ropes and work at heights of 60 feet or more
- wear personal protective equipment (PPE) and use fall protection gear
- work beyond assigned shifts to respond to various emergencies

By law, persons in these positions are required to pass pre-employment drug tests and are subject to random drug and alcohol testing during employment. Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation (DOT).

Urban Forestry Arborist Apprentices will be required to enter an apprentice contract with the State of Wisconsin and with the sponsoring organization, which is the City of Milwaukee.

The placement testing required for this title include:

- physical with lift test
- audio gram
- vision test
- DOT drug test

## MINIMUM REQUIREMENTS

1. Valid driver's license at time of application closing, must have valid Wisconsin driver's license at the time of appointment and throughout employment.

2. Good driving record at time of application closing and throughout employment.

3. At least 18 years of age at the time of appointment.

4. Graduation from an accredited high school or one of the following at time of appointment:

A) completion of a Wisconsin General Educational Development (GED) (or GED from another state that meets Wisconsin GED standards),

B) High School Equivalency Diploma (HSED), or

C) completion of a home-based private educational program, provided the applicant can provide copies of State of Wisconsin Form PI-1206. **NOTE: The anticipated start date will be in June 2024.**

5. Residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment and throughout employment, pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <https://city.milwaukee.gov/fpc/Residency-Map.htm>.

6. Possess a Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.

7. Urban Forestry Arborist Apprentices must meet all the prescribed certification and licensing requirements during the apprenticeship.

**NOTE: Driver's license number must be listed on application.**

**NOTE: Driving records will be checked during the selection process and prior to job offer.**

## DESIRABLE QUALIFICATIONS

- Class B Commercial Driver's License (CDL) Permit without Air Brakes Restriction at time of appointment.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Ability to learn the following:

- American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA) safety regulations applicable to the arboricultural and landscape industry.
- Common tree and landscape plant species.
- Tree biology concepts.
- Tree risk assessments.
- Signs and symptoms of insects and diseases.

### Ability to learn how to do the following:

- Climb trees using rope, saddle, and other tree-climbing equipment.
- Assess and perform pruning on young, juvenile, mature, and over-mature trees.
- Perform a climbing aerial rescue.
- Plan and set up tree rigging for topping, felling, and removing urban trees.
- Use a chainsaw safely and perform field maintenance.
- Correctly tie various tree climbing and rigging knots.
- Plant, maintain, and remove trees, shrubs, and other landscape plants.
- Operate and drive vehicles such as an aerial lift and 2½-ton dump truck.
- Operate job-related power equipment and hand-held equipment.
- Perform field maintenance on some power equipment.
- Construct, repair, and maintain irrigation systems.
- Safely drive and operate snowplows and salt trucks on city streets.
- Accurately complete activity reports.

### Demonstrated ability to do the following:

- Read and understand documents such as work rules, policies, and operating manuals.
- Understand and follow verbal and written instructions.
- Work cooperatively and effectively in a team environment with others whose backgrounds may differ from one's own, including supervisors and coworkers.
- Interact with the public in a courteous and cooperative manner.
- Exercise care and good judgment regarding safety at all times.
- Use City of Milwaukee resources in a responsible manner.

## CURRENT SALARY

The current pay range is Pay Range 7DN within the City of Milwaukee Salary Ordinance. The following chart indicates the salary progression for the apprenticeship.

### Wage Rate Advancement

	Recruitment	After probation	After another 2080 hours worked	After another 2080 hours worked
Annual	\$49,147	\$52,424	\$55,700	\$58,977

### Resident Incentive Advancement for City of Milwaukee Residents

	Recruitment	After probation	After another 2080 hours worked	After another 2080 hours worked
Annual	\$50,621	\$53,997	\$57,371	\$60,746

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave

- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Family Leave
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job-related and will consist of written and performance examinations. The performance exam may include the following major components:

- **Climbing up a ladder to a height of 35 feet into a tree and climbing 10 or more feet wearing safety equipment.**
- **Climbing up a rope to a height of 12 feet or more wearing safety equipment.**

The Department of Employee Relations reserves the right to call only the most qualified candidates to the performance examination. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after the application deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

**EEO 704**

**The City of Milwaukee values and encourages diversity and is an equal opportunity employer.**