



March 25, 2025

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 Brian Burns, Compliance Analyst, be extended to June 30, 2025. This is the first request for an extension of probation.

Background

The Public Health Compliance Officer performs a full range of professional duties relating to regulatory compliance of the City of Milwaukee Health Department (MHD). The Public Health Compliance Officer ensures compliance with internal process and procedures as well as State and Federal mandated policies and laws such as HIPAA. The Public Health Compliance Officer leads policy development related to program operations and regulatory requirements; assist to detect, leads the analysis and deterrence of programmatic and administrative risks; and communicates findings to department leadership. The position is the internal expert on compliance.

Development Needs

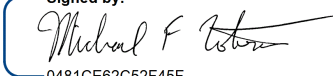
Brian Burns is underfilling the Public Health Compliance Officer role as a Compliance Analyst. He is continuing to develop in the job requirements in several facets (Productivity, Knowledge, Initiative, Dependability). Brian needs more time to show proficiency in multiple areas of responsibility of the Compliance Analyst role. The areas of responsibility are complex and require dedicated time for learning and completion of the various duties.

Action Plan

Due to transitioning his previous role to others in the department, Brian was not able to focus on learning the role of the Compliance Analyst. The extension of probation should be enough time for Brian to demonstrate proficiency in the areas outlined in the individual development plan attached to this letter.

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

Sincerely,

Signed by:

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Michael F. Totoraitis, PhD
Commissioner of Health

Attachments