



Cavalier Johnson
Mayor

Mary Reed
Director of Compliance and Engagement

Department of Compliance and Engagement
Office of the Director

April 24, 2026

Department of Employee Relations, City Service Commission
City Hall
200 E Wells St
Milwaukee, WI 53202

RE: Request for probation extension
Andrew Beale – Data and Evaluation Specialist

Dear Director Carter:

I am writing to request a six-month extension of the probationary period for Andrew Beale, who is currently serving in the role of Data and Evaluation Specialist. Mr. Beale began employment with the City of Milwaukee on June 9, 2025, with a 12-month probationary period ending on June 9, 2026. The probation extension would begin June 10, 2026 and end on December 10, 2026.

At this time, Andrew Beale has not yet demonstrated consistent performance at the level required for successful completion of probation. Specifically, there are ongoing concerns regarding proficiency in essential city-approved systems and applications, including ArcGIS, PowerBI, LCR, and TITAN, which are critical to performing assigned data-related and website project work independently and accurately. Despite having access to these systems for several months, additional development is still needed to meet the operational expectations of the position.

In addition, there have been concerns related to adherence to department and City expectations, including the use of non-City-approved applications for work assignments, inconsistent adherence to scheduled work hours and time-reporting requirements, and failure to maintain professional and respectful communication. There have also been concerns regarding the appropriateness of work location for City business and the proper use of City-issued equipment. These issues have been addressed with the employee, and clear corrective expectations have been established.

A performance improvement plan is in place with specific objectives, action steps, and expectations for immediate and sustained improvement. Extending the probationary period by six months will provide the employee with additional time to demonstrate measurable progress, achieve the required proficiency in core systems, and show consistent compliance with departmental standards and City policies.

I believe this extension is appropriate to allow for a fair and structured evaluation period while also ensuring the department maintains the level of performance, accountability, and professionalism required for City employment.

Sincerely,

Mary Reed, x5948 mareed@milwaukee.gov
Director of the Department of Compliance and Engagement

Enclosures: Performance Improvement Plan; Report on Probationary Service, Data and Evaluation Specialist job description