



July 2, 2025

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

Dear Executive Secretary Donahue:

Pursuant to Rule IX, Section 2, Temporary Appointment the Milwaukee Health Department is requesting an extension of the temporary appointment of Michael Mannan to the position of Chief of Staff Health. Michael's temporary appointment will expire on July 19, 2025. This is the first request for extension.

Michael is currently working with Milwaukee Public Schools (MPS) to create and implement their Lead Action Plan. He is doing this work full time while remaining an employee of the Milwaukee Health Department.

Michael is the subject matter expert most qualified to assist MPS with their Lead Action Plan. He has a long history with the Milwaukee Health Department Lead Program as well as the Department of Neighborhood Services and has been in his current role as the Home Environmental Health Director since January of 2022. We are requesting an extension of his temporary appointment until August 30, 2025.

If you have any questions, please contact Lindsey O'Connor at (414) 286-6406.

Thank you for your consideration.

Sincerely,

Signed by:  
*Michael Totoraitis*  
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Michael F. Totoraitis, PhD  
Commissioner of Health



**Department of Employee Relations**  
**200 E. Wells Street, Room 706**  
**Milwaukee, WI 53202-3554**





## **NOTICE OF TEMPORARY APPOINTMENT**

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

<b>TEMPORARY APPOINTMENT / APPOINTEE DETAILS</b>			
<b>DEPARTMENT/DIVISION</b> Health	<b>LAST NAME</b> Mannan	<b>FIRST NAME</b> Michael	<b>INITIAL</b>
<b>AUTHORIZED POSITION TITLE</b> Chief of Staff Health	<b>PAY RANGE</b> 1JX	<b>F&amp;P COMMITTEE APPROVAL DATE</b> ARP	<b>REQUISITION #</b> ARP
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
<b>REASON FOR TEMPORARY APPOINTMENT</b> <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	<b>EFFECTIVE DATE</b> 4/13/2025	<b>ANTICIPATED EXPIRATION DATE</b> 8/30/2025	<b>T.A. RATE OF PAY</b> \$4,464.537
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b>  Michael will be working with MPS to get their Lead Action Plan up and running. He will be doing this work full time temporarily, and will remain a City/MHD employee during this time.			
<b>EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:</b>  As the Home Environmental Health Director, Michael is the subject matter expert most qualified to help MPS create and implement their Lead Action Plan. He has a long history of experience with both DNS and MHD's lead program, which he has lead since 2022.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b>TRAINING AND EDUCATION:</b>  UW-Milwaukee, Bachelor's, Biological Sciences	<b>WORK EXPERIENCE:</b>  MHD, Lead Risk Assessor (5/2003-5/2007) DNS, Environmental Hygienist/Risk Officer (5/2007-3/2012) DNS, Building/Code Enforcement (3/2012-1/2022) MHD, HEH Director (1/2022-current)	<b>OTHER REQUIREMENTS (i.e. LICENSES):</b>  Registered Sanitarian ICC Nationally Certified Fire Marshal Certified Building Official Certified Housing Code Official Certified Fire Code Official	
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> Health	<b>CURRENT POSITION TITLE:</b> Home Environ. Health Director	<b>EMPLOYEE ID NUMBER:</b> 016292
<b>IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
<b>THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.</b>			
<b>REPORTING OFFICER</b> Tyler Weber	<b>SIGNATURE</b> 	<b>TITLE</b> Deputy Commis of Envir Health	<b>DATE</b> 7/2/2025
<b>APPROVING OFFICER</b> Lindsey O'Connor	<b>SIGNATURE</b> 	<b>TITLE</b> Health HR Administrator	<b>DATE</b> 7/2/2025
<b>THIS SECTION FOR DER REVIEW</b>			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>



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**200 E. Wells Street, Room 706**  
**Milwaukee, WI 53202-3554**



## **TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING**

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

### **SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Mannan, Michael		07/02/2025
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Chief of Staff Health	1JX	\$4464.537 base rate

### **SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING**

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Signed by:

*Michael Mannan*

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7/2/2025

**Temporary Appointment Applicant Signature**

**Date Signed**

Samantha Brennan

DocuSigned by:

*Samantha Brennan*

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**Witness Name (Print)**

**Witness Signature**