



April 11, 2024

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 Dr. David Payne, Public Health Assistant Laboratory Director, be extended to December 31, 2024. This is the first request for an extension of probation.

Background

The Public Health Assistant Laboratory Director serves as the technical lead for the clinical laboratory services, participates in new assay development, validation and manages microbiology, virology and molecular diagnostic laboratory testing. The Assistant Laboratory Director supervises and oversees the day-to-day activities of the clinical laboratory testing, ensuring efficient operations and coordinating laboratory functions of the staff; including providing work direction, expertise and guidance to the staff. This individual ensures quality, regulatory, compliance and competency standards are met.

Performance Concerns

Director Payne is underfilling the Public Health Laboratories Director position. At this time, Dr. Payne exceeds or meets job requirements in all facets (Productivity, Knowledge, Initiative, Dependability, and Interpersonal Relationships) of their review. Dr. Payne has not yet passed the required CLIA certification for promotion to the full title of Public Health Laboratories Director. Due to unforeseen circumstances, Dr. Payne has not been able to focus his attention on preparing for the examination in May 2024. The next administration of the examination will be in October 2024.

Action Plan

The extension to the end of the calendar year should be enough time for Dr. Payne to take and pass the certification examination. If Dr. Payne completes the certification examination sooner and is performing to expectations, the probationary period may be completed sooner.

An extension of 6-months probationary period for Consumer Environmental Health Manager, Kristin Castillo, will allow the employee more time to prepare and pass the Registered Environmental Health Specialist Exam, a credential required for the role. 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,
Signed by:

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Michael F. Totoraitis, PhD
Commissioner of Health
Attachments