



**Department of Public Works
Operations Division- Fleet Services**

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Brian White, CPFP
Fleet Services Manager

June 23, 2025

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period – Sharon Lockett 028447

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Sharon Lockett, who was hired as an Office Assistant III, December 22, 2024 and is subject to a 6-month probationary period scheduled to end on July 15th, 2025 after being administratively extended.

Ms. Lockett's overall performance has not met job requirements; she has had some issues with knowledge, productivity, initiative, dependability, and interpersonal relationships. She has had difficulty with data entry errors, and has had a difficult time retaining information for procedures she is responsible for. Additionally, she has had a difficulty maintaining professional interpersonal relationships with her coworkers. A review of phone communications with field staff revealed Sharon is still having difficulty, communicating information effectively to field staff which is a critical function of her position in the fleet dispatch office. DPW requests her probationary period be extended six months to January 15, 2026. This is the first extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Brian White, Fleet Services Manager (x2459 brian.white3@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmmp
cc: Dan Thomas, Brian White, Anthony Gayfield