



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Department of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

November 27, 2024

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

RE: Request to Extend Probationary Period
CJ Erika Caraos – Water Treatment Plant Operator 1

Dear Commissioners:

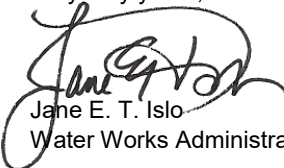
Milwaukee Water Works (MWW) respectfully requests to extend the probationary period for CJ Erika Caraos, who was appointed to the position of Water Treatment Plant Operator 1 on March 11, 2024, with a 9-month probationary period that would be completed on December 11, 2024.

While Ms. Caraos' first probationary report indicated that she was meeting job requirements, her more recent performance has revealed some areas in which she still needs to build her job knowledge so that she can work more effectively and independently in her role.

Due to these concerns, MWW requests Ms. Caraos' probationary period be extended by 3 months, to March 11, 2025. Ms. Caraos possesses the skills necessary to succeed in her position and the Department wants to ensure that she has the benefit of additional training and coaching before certifying her performance as satisfactory and recommending regular appointment to the position. Ms. Caraos was informed of the Department's request to extend her probationary period, and her job description and a Performance Improvement Plan (PIP) is attached for your review and reference.

Thank you for your consideration. If you have any questions or concerns, please contact me (x2802 or jeislo@milwaukee.gov) or Amy Hefter, Water Works Human Resources Administrator (x2805 or ahefte@milwaukee.gov).

Very truly yours,



Jane E. T. Islo
Water Works Administration Manager

c Patrick W. Pauly, Superintendent
Dan Thomas, DPW Administrative Services Director
Amy E. Hefter, Water Works Human Resources Administrator
Dan Welk, Water Plants Manager
John Bielinski, Water Plants Operations Manager
Adrian Wencka, Water Plant and Systems Manager
Dean Stefanczyk, Water Plant and Systems Manager

Attachments (3):

Job Description
Report on Probationary Service
Performance Improvement Plan