



Department of Administration  
Environmental Collaboration Office

**Cavalier Johnson**  
Mayor

**Preston Cole**  
Director

**Erick Shambarger**  
Environmental Sustainability Director

April 21, 2025

Harper Donahue, IV  
Director of Employee Relations  
Room 701 City Hall

**RE: Extension request for temporary intern, Luke Syverud**

Dear Mr. Donahue and the City Service Commission,

The Environmental Collaboration Office (ECO) in the Department of Administration utilizes College and Graduate Interns to provide valuable experience to the next generation of sustainability leaders. We currently have two interns on temporary 90-day appointments that we would like to extend.

This letter pertains to Luke Syverud. Luke is doing excellent work in helping us track the City's utility bills for data analysis and planning for our energy efficiency and renewable energy efforts.

His current appointment is 2/10/2025 to 5/9/2025. We are requesting an additional 90 days to extend his appointment an additional 90 or 100 days, whichever is longer and allowed by your rules. Both Mr. Syverud and I would ideally like is end date to be August 15<sup>th</sup>, if possible. Thank you for your consideration.

Sincerely,

Erick Shambarger  
Director of Environmental Sustainability



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)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DOA-ECO	LAST NAME Syverud	FIRST NAME Luke	INITIAL
AUTHORIZED POSITION TITLE Graduate Intern	PAY RANGE 9PN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11575
UNDERFILL TITLE (IF APPLICABLE) College Intern	PAY RANGE 9IN	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <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	EFFECTIVE DATE 5/10/2025	ANTICIPATED EXPIRATION DATE 8/15/2025	T.A. RATE OF PAY \$16.40/hr
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:  This position will assist ECO with data analysis of city energy buildings that is required to be reported to the US Department of Energy annually. Additionally, the position will fill a staffing gap while new positions planned with a federal grant are on hold due to the new Administration's new executive orders			
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:  ECO advertised for the position, reviewed resumes of 9 candidates, and interviewed four. Mr. Syverud had the best skills relative to data analysis, but was also well-rounded in other areas. We was the unanimous selection of our interview panel. This is an extension request of his original 90-day appointment through the summer.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:  Double major in mathematics and political science with 4.0 GPA.	WORK EXPERIENCE:  Through an internship with Capstone National Partners, worked on PFAS research and acquired funding for the installation of PFAS remediation technology for Wisconsin towns and cities.	OTHER REQUIREMENTS (I.e. LICENSES).  N/A	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
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.			
REPORTING OFFICER Pamela Ritger de La Rosa	SIGNATURE 	TITLE Envir. Sustain. Prog. Mgr	DATE 4/21/2025
APPROVING OFFICER Erick Shambarger	SIGNATURE 	TITLE Director of Environmental Sust	DATE 4/21/2025
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



## **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**

APPLICANT NAME ( <i>last, first, middle</i> )		DATE
Syverud, Luke		04/21/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
College Intern	9IN	\$16.40

### **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.

  
Temporary Appointment Applicant Signature

4/23/2025

Date Signed

  
Witness Name (Print)

Witness Signature

4/23/2025



City of Milwaukee  
Environmental Collaboration Office (ECO)

## POSITION OPENING

[Milwaukee.gov/ECO](https://milwaukee.gov/ECO)

<b>Title:</b> College Intern	<b>Position:</b> Part-time (20 hours per week flexible)
<b>Report to:</b> Pam Ritger de la Rosa	<b>Length of employment:</b> 90 days
<b>Division:</b> Environmental Collaboration Office	<b>Compensation:</b> \$16.40/hour (City residents)
<b>Effective Date:</b> Spring 2025	<b>FLSA Status:</b> exempt
<b>Workplace:</b> Hybrid (City Hall and in the community for events and outreach)	

### SUMMARY:

The Environmental Collaboration Office (ECO) strives to make Milwaukee a world class eco-city on America's Fresh Coast. ECO develops practical and racially equitable solutions that improve people's lives and the economy while working to protect and restore the natural ecosystems that support our long-term prosperity. ECO collaborates with the community, develops global partnerships, offers award-winning programs, and implements the [Milwaukee Climate and Equity Plan](#). As part of the plan, ECO will support efforts to reduce residential and commercial energy use.

### RESPONSIBILITIES:

Milwaukee is taking real action on climate change through programs that support energy efficiency and renewable energy while improving housing and commercial buildings, creating local jobs, and reducing energy bills. The intern will collect and analyze building and transportation data for municipal operations and assist with updating ECO's data dashboards.

The intern will be supervised by Environmental Sustainability Program Manager Pam Ritger de la Rosa. Additional responsibilities include supporting tabling and other community outreach events for the Environmental Collaboration Office. The intern will also be asked to table at community events as needed for ECO, especially Earth Month events. Because ECO collaborates with many other agencies in City government and community organizations, interns will be exposed to and encouraged to participate in networking opportunities.

## QUALIFICATIONS:

1. Currently enrolled student pursuing a bachelor's or graduate degree in Political Science, Environmental Studies, Engineering, Urban Planning, Public Affairs preferred, but those from a variety of majors/backgrounds are encouraged to apply; Junior or Senior status or grad school preferred.
2. Exceptional written and communication skills and ability to interact comfortably with a wide variety of audiences. Ability to tailor messaging to different audiences and platforms.
3. Demonstrated leadership and strong desire to serve the community while protecting the environment.
4. Solid critical thinking and problem-solving skills.
5. Strong proofreading skills; must be committed to accuracy.
6. Proficient skills in Microsoft Excel, ArcGIS, Microsoft Office, and data analysis desired.
7. Ability to work independently and in collaboration with a team.
8. Education, work, or volunteer experience related to environmental studies is preferred but not required.
9. Fluency in English and Spanish is a plus.

Duties listed may vary in terms of relative importance, and others may be added or eliminated as this position develops. In addition, specific positions within this job title may have minor variations in duties.

Americans with Disability Act: All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.

The City of Milwaukee is committed to providing an environment that is free from discrimination and is dedicated to fostering a culture and atmosphere of mutual respect.

**TO APPLY:** Email a resume, cover letter, and work sample to Environmental Sustainability Program Manager Alexis Laverdiere at [allaver@milwaukee.gov](mailto:allaver@milwaukee.gov). The City of Milwaukee Environmental Collaboration Office (ECO) Spring Internship position provides up to 20 hours a week of paid work from February-April 2025.