



**Department of Public Works
Operations Division**

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

September 18, 2023

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

SUBJECT: Extension of Temporary Appointment for Rico Gomilla

Dear City Service Commissioners:

The Department of Public Works, Operations Division, is requesting the approval of an extension of Temporary Appointment for City Laborer Rico Gomilla. The Operations Division has been working diligently to fill vacancies in our Operator Driver Worker and Laborer ranks. Due to the high number of vacancies our operations required that we fill some of these vacancies with temporary appointments. We have partnered with Wisconsin Community Services (WCS) to connect with Milwaukee residents looking for work and are working with DPW-Administration to identify other non-profit partners, particularly on the southside. DPW has hired approximately 85 Milwaukee residents through this program in 2022, 27 were hired on as regular employees and 32 are still working under temporary appointments.

We are requesting this extension as the current labor market indicates that we will continue to need Temporary City Laborers, but the employee is aware that their appointment could end earlier if we have qualified applicants to fill the numerous vacancies in the Division. However, any release of employees would come with partnership with WCS to find new positions for these City of Milwaukee residents. This would be the second extension request.

The extension of temporary appointment is requested through March 22, 2024 (pay period 7) to ensure we can continue to provide essential services and maintain safe travel for City of Milwaukee residents.

Thank you for your consideration.

Sincerely,

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

KJ

cc: D. Thomas





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Operations Division**

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Commissioner of Public Works

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Director of Operations

September 18, 2023

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

SUBJECT: Extension of Temporary Appointment for Jason Smith

Dear City Service Commissioners:

The Department of Public Works, Operations Division, is requesting the approval of an extension of Temporary Appointment for City Laborer Jason Smith. The Operations Division has been working diligently to fill vacancies in our Operator Driver Worker and Laborer ranks. Due to the high number of vacancies our operations required that we fill some of these vacancies with temporary appointments. We have partnered with Wisconsin Community Services (WCS) to connect with Milwaukee residents looking for work and are working with DPW-Administration to identify other non-profit partners, particularly on the southside. DPW has hired approximately 85 Milwaukee residents through this program in 2022, 27 were hired on as regular employees and 32 are still working under temporary appointments.

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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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations/Sanitation	LAST NAME Gomilla	FIRST NAME Rico	INITIAL
AUTHORIZED POSITION TITLE Temporary City Laborer	PAY RANGE 9MN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9794
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 9/23/2023	ANTICIPATED EXPIRATION DATE 3/22/2024	T.A. RATE OF PAY \$18.98
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: Provide laboring services in Sanitation Services			
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: Wisconsin Community Services (WCS) Referral			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES)			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Operations/Forestry	CURRENT POSITION TITLE: City Laborer	EMPLOYEE ID NUMBER: 036965
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 APPOINTIVE 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 Rick Meyers	SIGNATURE <i>Rick Meyers</i>	TITLE Sanitation Services Mgr.	DATE 9/18/23
APPROVING OFFICER Danielle Rodriguez	SIGNATURE <i>Danielle Rodriguez</i>	TITLE Director of Operations	DATE 9/18/23
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 07.08.19

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TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations/Sanitation	LAST NAME Smith	FIRST NAME Jason	INITIAL D
AUTHORIZED POSITION TITLE Temporary City Laborer	PAY RANGE 9MN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9794
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 9/23/2023	ANTICIPATED EXPIRATION DATE 3/22/2024	T.A. RATE OF PAY \$18.98
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: Provide laboring services in Sanitation Services			
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: Wisconsin Community Services (WCS) Referral			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <u>TRAINING AND EDUCATION:</u> <u>WORK EXPERIENCE:</u> <u>OTHER REQUIREMENTS (i.e. LICENSES):</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Operations/Forestry	CURRENT POSITION TITLE: City Laborer	EMPLOYEE ID NUMBER: 036961
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 APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
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REPORTING OFFICER Rick Meyers	SIGNATURE <i>Rick Meyers</i>	TITLE Sanitation Services Manager	DATE 9/18/23
APPROVING OFFICER Danielle Rodriguez	SIGNATURE <i>Danielle Rodriguez</i>	TITLE Director of Operation	DATE 9/18/23
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
Rico Gomilla		9/15/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.98

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.

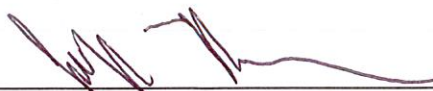
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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

9/19/23
Date Signed

Jeff Kluslow
Witness Name (Print)


Witness Signature



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

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Jason Smith		9/15/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.98

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Jason Smith

Temporary Appointment Applicant Signature

9-19-23

Date Signed

JAR Kuzlow

Witness Name (Print)

[Signature]

Witness Signature