



Jezamil Arroyo-Vega
Commissioner

Vacant
Deputy Commissioner

Department of Neighborhood Services

July 5, 2024

City Service Commission
200 E Wells Street, Room 706
Milwaukee WI 53202

Dear Commissioners,

The Department of Neighborhood Services respectfully requests to extend the probationary period for Javon Scott for an additional six (6) months, starting July 23, 2024 ending on January 23, 2025. This is a third request; Javon's probation was extended a second time for six months in January 2024.

Javon is a Plan Examiner Specialist, who started with DNS on January 23, 2023 under the supervision of Jeffrey Zagar, Operations Manager-Development Center. Concerns have been expressed with Javon's ability to obtain the WI Uniform Dwelling Code (UDC) Construction and HVAC Inspector credentials prior to close of his initial 6-month probationary period. All other competencies required for his position have been obtained.

While Javon has yet to obtain the required certifications, he has passed one of the two required exams. The Wisconsin Department of Safety and Professional Services now allows credential testing at remote testing centers, which allows more flexibility and availability for testing. We are also providing additional training and study materials to Javon, including a two-part UDC online training. We do not have any additional concerns regarding Javon's performance during his probationary review period; he is a valuable member of our team. We would like to request a final six-month extension of Javon's probationary period, to provide him with the opportunity to meet the minimum requirements of a Plan Examiner Specialist.

I appreciate your thoughtful consideration of this request. If you have any questions, please contact me at 414-286-2543.

Sincerely,

Jezamil Arroyo-Vega
Commissioner

