



**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

September 16, 2024

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

RE: Request to Extend Probationary Period – Vanessa Brown 038114

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Vanessa Brown, who was hired as an Communications Assistant III, April 29, 2024 and is subject to a 6-month probationary period scheduled to end on November 09, 2024 after being administratively extended.

Ms. Brown's overall performance has met and exceeded job requirements; however, she has had some issues with punctuality and a number of excused absences that lead the department to administratively extending her original probationary period end date. DPW requests her probationary period be extended three months to February 9, 2025. 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