



March 25, 2025

Harper Donahue, IV
City Service Commission
Department of Employee Relations
City Hall, Room 706

Dear Director Donahue:

Pursuant to Rule VIII, Section 8, we are requesting that the probationary period for Diana Lopez, Housing Compliance Officer 1, be extended to October 27, 2025. This is the first request for an extension of probation.

Background

The Housing Compliance Officer 1 provides a higher level of specialized inspections and investigative service relating to intensive enforcement of lead abatement. The Housing Compliance Officer 1 functions effectively while conducting inspections in the field as well as in an office setting with minimal supervision. This position responds to complaints, it is expected to take initiative in addressing critical issues that present themselves in the field, using their knowledge of the State of Wisconsin Uniform Dwelling Code (UDC), lead inspection and abatement.

Professional Development

Diana Lopez is continuing to doing well in several facets of this position (Productivity, Knowledge, Initiative, Dependability and Interpersonal Relationships). Diana needs more time to pass the State of Wisconsin Uniform Dwelling Code (UDC) exam, which is required for this position within one year of appointment.

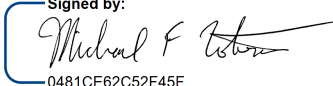
The probationary period for the Housing Compliance Officer 1, when classified, was six months. Since Diana has not yet sat for or taken the UDC exam and passed, we are requesting her probationary period be extended by six months to October 27, 2025.

Action Plan

The extension of probation should be enough time for Diana to demonstrate proficiency in the responsibilities of the role and pass the UDC exam required for this position.

Thank you for your consideration. Please contact Lindsey O'Connor at 414-286-6406 with any questions you may have.

Sincerely,

Signed by:
A handwritten signature in black ink, appearing to read "Michael F. Totoraitis".

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Michael F. Totoraitis, PhD
Commissioner of Health

Attachments