



Department of Administration

Cavalier Johnson
Mayor

Danielle Rodriguez
Director

Steven L. Mahan
Administration Deputy Director

April 17, 2026

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

RE: Request to Extend Probationary Period
Carl Chopp – Administrative Service Manager

Dear Commissioners:

The Department of Administration (DOA) respectfully requests to extend the probationary period for Carl Chopp, who was appointed to the position Administrative Services Manager on April 28, 2025, with a 12-month probationary period that would be completed on April 28, 2026.

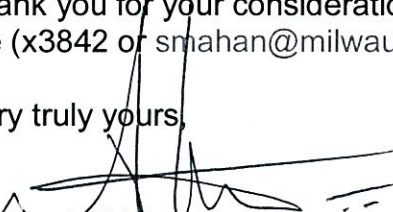
Each of Mr. Chopp's probationary reports have described that he met or exceeded job requirements. Since the conclusion of his second review, the position of Director of Administration had been vacant for the majority of the 3rd and final review period.

Due to this concern, the Department requests Mr. Chopp's probationary period be extended by 3 months, to July 28, 2026. This time will allow the Department to assess the productivity, knowledge, initiative, dependability and interpersonal relationships that Mr. Chopp possesses under the new leadership.

Mr. Chopp was informed of the Department's request to extend his probationary period, and his job description is attached for your review and reference.

Thank you for your consideration. If you have any questions or concerns, please contact me (x3842 or smahan@milwaukee.gov)

Very truly yours,



Steven L. Mahan
Administration Deputy Director

Attachments (2):
Job Description
Report on Probationary Service