



MAYOR CAVALIER JOHNSON  
CITY OF MILWAUKEE

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May 12, 2026

Board of City Service Commissioners  
200 E Wells Street Room 706  
Milwaukee, WI 53202

Re: Temporary Appointment Request – Karin Tyler

Dear City Service Commissioners

The Mayor's Office respectfully requests approval to appoint Ms. Tyler to the title of Communications and Community Engagement Director retroactive from February 15, 2026 through April 20, 2026, due to the unfortunate resignation of the Community Wellness and Safety Director.

Ms. Tyler has been with the division/department since 2017 and has served in various capacities throughout her tenure. Over that time, she has developed extensive institutional knowledge of the department's operations, programs, and community initiatives, along with significant experience in matters related to public safety, violence prevention, and community wellness.

Given her background, leadership, and familiarity with the day-to-day operations, Ms. Tyler was the most uniquely qualified to assume the additional leadership responsibilities and oversight functions however, her compensation did not reflect the expanded scope of duties she would be performing. Approval of this appointment would more appropriately recognize and compensate Ms. Tyler for the level of leadership, responsibility, and operational oversight she provided throughout the interim of her assuming the official role of Community Wellness and Safety Director on April 21, 2026.

Thank you for your consideration of this request. Please feel free to contact me should you require any additional information.

Respectfully submitted,

Nick DeSiato  
Chief of Staff  
Mayor's Office



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



R. 09.04.14

## 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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Tyler Karin		05/11/2026
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Communications & Community Eng Director	1KX	\$4200.81

**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.

*Karin Tyler*

5/12/2026

Temporary Appointment Applicant Signature

Date Signed

*Aisha Hendree*

*Aisha Hendree*

*5/12/24*

Witness Name (Print)

Witness Signature

# JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 03/16/2026		2. Present Incumbent:		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
3. Date Filled:		4. Previous Incumbent: NA		If YES, indicate Underfill Title in box 10.			
5. Department: Compliance and Engagement, Dept of			Bureau: Division:		Unit: 1530 Section:		
6. Work Location: City Hall			Telephone: 414-708-3319 Email: mareed@milwaukee.gov		Work Schedule: Hours: 8 / Days: 5		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10.	Official Title: Compliance and Engagement Director				Pay Range 1NX	Job Code	EEO Code
	Underfill Title (if applicable): Communications and Community Eng Director				1KX		
	Requested Title (if applicable):						
Recommended Title (DER Use Only):				Approved by:			
				Date:			

**11. BASIC FUNCTION OF POSITION:**

While serving as a member of the Mayor's Cabinet, provide key leadership and direction for the Department of Compliance and Engagement.

**12. DESCRIPTION OF JOB** (Check if description applies to **Official Title**  or **Underfill Title** ):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
20%	• Administer duties outlined in city ordinance chapter 385 ensuring departmental activities are executed with compliance. Address and mitigate operational gaps accordingly.
15%	• Serve as a member of the Mayor's Cabinet including contributing to high-level briefings and collaborations to help drive the mayor's vision for the city.
10%	• Oversee departmental functions and special projects ensuring workflows run efficiently and that projects operate within scope. Monitor project timelines, allocate resources, and mitigate risks.
10%	• Advance compliance and engagement initiatives in accordance with various city ordinances. Drive community and stakeholder engagement efforts.
10%	• Identify opportunities for operational improvement. Evaluate and monitor existing processes, identify inefficiencies, and recommend and implement solutions to improve service delivery.
10%	• Administer departmental policies and procedures to streamline and enhance efficiencies, building a framework for staff to perform their job duties effectively and with accountability.
10%	• Develop and administer the departmental budget. Monitor departmental expenditures ensuring resources are allocated strategically and responsibly.
5%	• Represent the department at meetings including Common Council and administration meetings.
5%	• Report out on departmental functions, initiatives, and strategic planning.
5%	• Build relationships with internal and external stakeholders to foster collaboration.

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5%	• Provide leadership, direction, and oversight to department staff, promoting professional growth and development, while creating an environment that promotes professionalism, safety, accountability, and

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% of Time	PERIPHERAL DUTY
	team unity.
5%	<ul style="list-style-type: none"> <li>• Serve as a resource providing knowledge and guidance to staff to optimize processes and solve operational challenges.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:** Nick DeSiato, Chief of Staff

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Performs work duties under the direction of the Chief of Staff.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 11.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Operations Policy and Grant Manager	a - h
1	Business Operations Manager	a - h

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Bachelor's degree in public administration, business administration, or a related field from an accredited college or university.

ii. Five years of full-time senior-level management experience in business operations, program management or related field.

iii. Knowledge, Skills and Abilities:

Knowledge of management and public administration principles with an ability to provide strategic direction to advance departmental goals and initiatives. Demonstrate knowledge of management principles related to strategic planning, resource allocation, and leadership. Demonstrate skills in tracking, analyzing, interpreting, and reporting on key performance indicators. Ability to plan effectively organize, and manage priorities with a view to short and long-term objectives.

iv. Certifications, Licenses, Registrations:

NA

v. Other Requirements:

NA

### **13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

*The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to*

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enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward, or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature, or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly, or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

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<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e., preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly, or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e., warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	<b>Hand tools (please list):</b>		
<input type="checkbox"/>	<b>Office Machines (check all that apply):</b> <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	<b>Other (please list):</b>		

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Possess the ability to lead a diverse team of staff responsible for performing various functions.

**M. I believe that the statements made above in describing this job are complete and accurate.**

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A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid black horizontal line.

Signature of Department Head or Designated Representative

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*



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



R. 07.08.19

## 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](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

<b>TEMPORARY APPOINTMENT / APPOINTEE DETAILS</b>			
<b>DEPARTMENT/DIVISION</b> OCWS	<b>LAST NAME</b> Tyler	<b>FIRST NAME</b> Karin	<b>INITIAL</b>
<b>AUTHORIZED POSITION TITLE</b> Communications & Commu Eng Dir	<b>PAY RANGE</b> 1KX	<b>F&amp;P COMMITTEE APPROVAL DATE</b> ARP	<b>REQUISITION #</b> ARP
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #	
<b>REASON FOR TEMPORARY APPOINTMENT</b> <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	<b>EFFECTIVE DATE</b> 2/15/2026	<b>ANTICIPATED EXPIRATION DATE</b> 4/20/2026	<b>T.A. RATE OF PAY</b> \$4200.81
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b> The temporary appointment is needed due to the unexpected resignation of the previous incumbent, which created an immediate operational need within the department. This will allow the department to maintain continuity of operations, ensure essential duties and services continue without disruption, and provide support until a perm hire is made.			
<b>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:</b> Ms. Tyler currently serves as the Business Operations Manager for the OCWS and has been with the division since 2017 in various capacities so based upon her extensive background and her ability to successfully handle matters related to public safety and wellness which makes Ms. Tyler the most uniquely qualified individual to serve in the interim until a successor is appointed.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b>TRAINING AND EDUCATION:</b> BS - Business Administration	<b>WORK EXPERIENCE:</b> Community Advocates - Program Coordinator MHD - Disease Intervention Specialist MHD - Injury & Viol Prv Prog Coord MHD - Fam Inj & Vio Prev Mgr DOA - OCWS - Operations Mgr	<b>OTHER REQUIREMENTS (i.e. LICENSES)</b>	
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> DOA OCWS	<b>CURRENT POSITION TITLE:</b> Operations Manager	<b>EMPLOYEE ID NUMBER:</b> 019006
<b>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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
<b>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.</b>			
<b>REPORTING OFFICER</b> Nick DeSiato	<b>SIGNATURE</b> 	<b>TITLE</b> Chief of Staff	<b>DATE</b> 5/11/2026
<b>APPROVING OFFICER</b> Nick DeSiato	<b>SIGNATURE</b> 	<b>TITLE</b> Chief of Staff	<b>DATE</b> 5/11/2026
<b>THIS SECTION FOR DER REVIEW</b>			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>