



Jezamil Arroyo-Vega
Commissioner

Vacant
Deputy Commissioner

Department of Neighborhood Services

June 13, 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 Jessica Ziegler for an additional six months. This is the first request; Jessica's probation ends on June 25, 2024.

Ms. Ziegler is currently serving as the Operations Manager for the Permit and Development Center, and started with DNS on June 26, 2023, under the supervision of the former Permit and Development Center Manager, Mary Wilkinson-Church. Ms. Ziegler has not completed the required certifications for this position, and requires improvement of her technical knowledge needed to manage technical staff. Staffing irregularities resulted in Ms. Ziegler working side-by-side with the prior supervisor for much of this period, and she has only been managing her team independently since late April of this year. She may improve her leadership of her team with deliberate focus on performance management in regular individual meetings and team settings, and will improve her own technical knowledge through continued study, training, and problem solving.

Given these circumstances we would like to request a six-month extension of Ms. Ziegler's probationary period to continuously monitor her work, ensure attainment of necessary credentials, and achievement of satisfactory performance.

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