



Erica R. Roberts  
Commissioner

Michael Mazmanian  
Operations Director

Department of Neighborhood Services

April 28, 2021

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 Scott Sarauer for an additional four months.

Scott is a Mechanical Plan Examiner III, who started with DNS on January 11, 2021 under the supervision of Mary Wilkinson-Church, Permit and Development Center Manager. Concerns have been expressed with Scott's ability to obtain the WI Commercial Building Inspector's certification within his initial probation period of one year. All other required credentials required for his position have been obtained.

Scott has been granted a four month extension to obtain this certification but has not yet obtained it. We are requesting an additional 2 month extension from May 12<sup>th</sup> through July 12<sup>th</sup>. Scott has re-tested for this exam and missed a passing score by one question. He met with the testing agency through the State for review, however this did not yield a passing score. He was rescheduled to test again in April, however the State rescheduled his exam for mid-May. His re-test opportunities have been rescheduled two separate times by the State. Scott is confident that he will be able to successfully pass the required test for certification if provided with additional time. We would like to request an additional two month extension of Scott's probationary period to provide him with the opportunity to meet the minimum requirements of a Mechanical Plan Examiner III.

I appreciate your thoughtful consideration of this request. If you have any questions, please contact me at 414-286-2543.

Sincerely,

Erica R. Roberts  
Commissioner

Reference # 211545 1st extension 4mths. 1.11.22 - 5.11.22 (KLB 5.14.22)

