



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 Fernando Martinez for an additional three months. This is the first request; Fernando's probation ends on July 8, 2024.

Fernando Martinez is a Plan Exam Specialist I, who started with DNS on January 8, 2024, and is currently under the supervision of Jessica Ziegler, Operations Manager – Development Center. Concerns have been expressed with Fernando Martinez's ability to obtain the WI Uniform Dwelling Code (UDC) Construction and HVAC Inspector Credentials prior to the close of his initial 6-month probationary period. All other competencies required for his position have been obtained.

Fernando Martinez has an upcoming training for the UDC this month on the mornings of June 12th and June 17th and he sits for the required tests for the certification on June 18th. However, he might not receive his test results prior to his probation end date on July 8th. Given these circumstances we would like to request a three-month extension of Fernando's probationary period to provide him with the opportunity to meet the minimum requirements of a Plan Exam Specialist I.

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

