



Department of Public Works
Operations Division- Forestry Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Randy Krouse
Forestry Services Manager

February 20, 2023

Harper Donahue, IV
Director, Department of Employee Relations
City Service Commission Executive Secretary
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period – Ronald Williams

Dear Mr. Donahue:

DPW Operations Division respectfully requests to extend the probationary period for Ronald Williams, who was hired as an Urban Forestry Laborer, August 29, 2022 and is subject to a 6-month probationary period scheduled to end on February 28, 2023.

Mr. Williams' overall performance has met job requirements, but he has not obtained the required Commercial Driver's license. DPW Fleet was not adequately staffed to provide the required 40 hours of entry level driver training (ELDT) classroom instruction within the first six month of employment which is now a Federal requirement. DPW requests his probationary period be extended six months to August 28, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact Randy Krouse, Forestry Manager (x8499 rkrous@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmp
cc: Dan Thomas, Randy Krouse, Jeff Kluslow