



Jezamil Arroyo-Vega  
Commissioner

Kristen M. Reed  
Operations Director

**Department of Neighborhood Services**

January 19, 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 Javon Scott for an additional six (6) months. This is the second request; Javon's probation was extended for six months in July 2023.

Javon is a Plan Examiner Specialist, who started with DNS on January 23, 2023, and is current under the supervision of Jeffrey Zagar, Operations Manager- Development Center. Concerns have been expressed with Javon's ability to obtain the WI Uniform Dwelling Code Construction and HVAC Inspector credentials prior to close of his initial 6-month probationary period. All other required competencies required for his position have been obtained.

Javon has yet to obtain this certification. He sat for the required tests for the certification on November 21, 2023 but did not achieve a passing score. The opportunities for proctored State Certification exams have decreased since the onset of the pandemic and this will be his next opportunity to sit for this exam. We do not have any additional concerns regarding Javon's performance during his probationary review period at this time. We are actively providing additional training and study materials for Javon, and he is taking advantage of a January 18, 2024 opportunity to review his past test results, in order to focus his approach going into the next test. Javon has contacted the State of Wisconsin regarding upcoming test dates however they have not yet been able to confirm those dates. Given these circumstances we would like to request a six-month extension of Javon's probationary period to provide him with the opportunity to meet the minimum requirements of a Plan Examiner Specialist.

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



# JOB DESCRIPTION

## FOR DER USE ONLY

**Vacancy No.**

City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:
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**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 01/22/2024		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b>			
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.			
<b>5. Department:</b> Neighborhood Services, Dept. of			<b>Bureau:</b> DNS <b>Division:</b> Permit & Development Center		<b>Unit:</b> <b>Section:</b>		
<b>6. Work Location:</b> 809 N Broadway			<b>Telephone:</b> (414) 286-2565 <b>Email:</b>		<b>Work Schedule:</b> Hours: 8:00am-4:45pm / Days: 5		
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>10.</b>	<b>Official Title:</b> Plan Examiner Specialist				<b>Pay Range</b> 7FN	<b>Job Code</b> 7756DC	<b>EEO Code</b> 304
	<b>Underfill Title (if applicable):</b>						
	<b>Requested Title (if applicable):</b>						
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>			
				<b>Date:</b>			

**11. BASIC FUNCTION OF POSITION:**

Under the direction of the Permit and Development Center Manager, the Plan Examiner Specialist provides primary service to walk-in customers of the DNS Development Center who are seeking building permits and certificates or information regarding City of Milwaukee building and zoning codes. The Specialist also provides support to Plan Examiner IIs and IIIs in reviewing plans and preparing documents related to the issuance of building permits.

**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
30	• Examine and approve plans and permit applications for the construction or installation of architectural and related mechanical systems, pursuant to State and City codes and other regulatory agency requirements.
30	• Review, approve, and process applications for certificates of occupancy.
10	• Review and process applications for zoning statements.
15	• Prepare denials of applications for proposed projects and uses that require approval from the Board of Zoning Appeals or the Standards and Appeals Commission.
10	• Assist in the maintenance of permit records, building and zoning code regulations, and other data necessary to provide a uniform flow of plan processing and issuance of permits in a timely manner.
5	• Seek ways to improve departmental efficiency, such as reducing the time required to review, approve, and process applications for certificates of occupancy.
	• Provide timely, professional and courteous customer service by responding to customer inquiries in-person, over the telephone and via email regarding the building and zoning code and the development and permitting process.
	• Coordinate the issuance of permits with other City departments and governmental agencies.
	• Explain departmental policies to customers.
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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.

<b>% of Time</b>	<b>ESSENTIAL FUNCTION</b>
	•

**B. PERIPHERAL DUTIES:**

<b>% of Time</b>	<b>PERIPHERAL DUTY</b>
<b>80</b>	• Assist with special projects based on customer service needs
<b>20</b>	• Assist with training new Plan Examiner Specialist staff
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Jeff Zagar, Permit & Development Center Operations Manager

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

It is expected that the incumbent shall perform his or her duties in a responsible manner with a minimal amount of supervision.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

**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

  

<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>

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

i. Education and Experience:

Bachelor's degree in architecture, engineering, building construction, or a related field from an accredited college or university. **OR**

ii. Knowledge, Skills and Abilities:

Four years of experience as a building construction inspector, construction trades inspector, construction superintendent, contractor, journey-level carpenter, mason, steamfitter, or

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sheet metal worker or code enforcement official. *Code enforcement experience will be considered only for the time period it is accompanied by certification as a UDC Construction Inspector.*

iii. Certifications, Licenses, Registrations:

State of Wisconsin Department of Safety and Professional Services (DSPS) certification as a UDC Construction Inspector and UDC HVAC Inspector within six months of appointment and throughout employment.

iv. Other Requirements:

Experience using Microsoft Office applications. Strong customer service skills, including in-person and telephone contact.

**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 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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).

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

**CHECK ONE:**

<input 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 checked="" 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:**

<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:** \_\_\_\_\_%

**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.)

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**CHECK ALL THAT APPLY:**

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

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 characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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



\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

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