



Jerrel Kruschke, P.E.
Interim Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

**Department of Public Works
Administration**

May 13, 2022

Kristin Urban
Executive Secretary - CSC
200 E Wells Street Room 706
Milwaukee, WI 53202

Dear Ms. Urban:

The Department of Public Works is submitting this request for extension of probation for Mr. Wayne Kelley, Electrical Services Manager.

Mr. Kelley has served the City of Milwaukee since 1983. He was promoted in May of 2021 to a regular appointment as an Electrical Services Manager. The Electrical Services Manager title has a 12 month probationary period. A requirement of the Electrical Services Manager position is to obtain the Master Electrician licensure through the State of Wisconsin before an employee can pass probation in the title.

Mr. Kelley has taken the exam twice and has failed both exams. It is not uncommon for candidates to fail the written exam for the Master Electrician license.

We are respectfully requesting to extend Mr. Kelley's probationary period from May 31, 2022 and ending on October, 1 2022 to allow Mr. Kelley additional time to take and pass the exam.

Lindsey O'Connor will be present at the CSC Meeting to answer any questions you may have regarding this request.

If you have any questions, please contact me at (414) 286-3307.

Sincerely,

DocuSign by:

Dan Thomas

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Dan M. Thomas, JD

Administrative Services Director

DT/lno

C: DPW Payroll – Personnel File
Lindsey O'Connor, Infrastructure Services Personnel Officer