



MAYOR CAVALIER JOHNSON
CITY OF MILWAUKEE

January 30, 2024

Board of City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706
Milwaukee, WI 53202

Re: Request for retroactive and extended temporary appointment – James Fleming

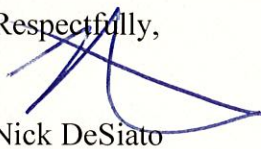
Dear Board of City Service Commissioners,

I respectfully request the retroactive and extended temporary appointment of James Fleming to the position of Chief of Staff from January 8, 2023 through July 20, 2024.

Mr. Fleming was identified and selected by the Mayor's Office to perform all of the City's public relations functions as a member of the City's Republican National Convention (RNC) Committee. Mr. Fleming has been performing these higher-level, time-sensitive functions, in addition to his regular work as the Director of Community and Public Engagement, since early in 2023 and will continue to do so through the end of the RNC.

Please do not hesitate to reach out to me should you need additional information relative to this request.

Respectfully,



Nick DeSiato
Chief of Staff
Office of the Mayor



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION Mayor's Office	LAST NAME Fleming	FIRST NAME James	INITIAL F
AUTHORIZED POSITION TITLE Chief of Staff	PAY RANGE 1MX	F&P COMMITTEE APPROVAL DATE ARP	REQUISITION # ARP
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 01/08/2023	ANTICIPATED EXPIRATION DATE 7/20/2024	T.A. RATE OF PAY \$4352.28
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The City of Milwaukee will be hosting the 2024 Republican National Convention and there is a critical need for assistance in coordination of this event.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Mr. Fleming was identified by the Mayor's Office based upon his number of years of experience in public relations. His ability to use sound judgement and provide expertise in managing community relations and engagement.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Wesleyan University - Bachelor's of Arts	WORK EXPERIENCE: Mayor's Liaison Officer 1998 - 2000 Legislative Coordinator - Senior - 2000 - 2001 Communications & Media Mgr - 2010 - 2017 Marketing & Comm Officer - 2018 - 2020 Director of Comm & Pub Engage - 2021 - current	OTHER REQUIREMENTS (i.e. LICENSES)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Mayor's Office	CURRENT POSITION TITLE: Director of Comm & Pub Engage	EMPLOYEE ID NUMBER: 007648
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Nick DeSiato	SIGNATURE 	TITLE Chief of Staff	DATE 1/29/2024
APPROVING OFFICER Nick DeSiato	SIGNATURE 	TITLE Chief Of Staff	DATE 1/29/2024
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Fleming, James F		1/30/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Chief of Staff	1MX	\$4352.28

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

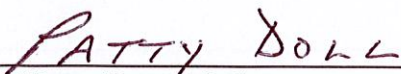
I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.


Temporary Appointment Applicant Signature


Date Signed


Witness Name (Print)


Witness Signature

James F. (Jeff) Fleming

I am a communications professional focused on results. I have significant experience in public relations, in the news media, and in government. I have worked with a wide range of clients, in national and local news operations, and on issue-oriented communications campaigns. I am strategic, imaginative, collaborative, and dedicated.

Communications Experience

City of Milwaukee, Office of the Mayor, Communications Director

March 2021- Present

As the top communications official in the administration of Mayor Tom Barrett, led media relations, strategic planning, social media, crisis response, and speechwriting. Oversaw city departmental communications in public works, health, and economic development. Interacted daily with reporters in a variety of media.

City of Milwaukee, Communications and Media Relations

March 2010- March 2021

Led external communications efforts for the economic development arm of Milwaukee city government. Managed relationships with reporters and editors from local and national media outlets. Coordinated social media strategy and responsible for communications at Port Milwaukee. Supported communications in the Mayor's office and health department.

Kingston Crossing, LLC, President

December 2008- Present

Created and ran this communications firm whose clients have included a biotechnology company, a school district, a major health care provider, a large law firm, an environmental organization, and a ferry service. Clients engaged Kingston Crossing to provide strategic communications, media relations, crisis communications, and government relations.

Howl Fire Agency, Director of Public Relations

January 2008- November 2008

Established and led the public relations division in this full-service advertising agency. Howl Fire, a Native American-owned business, served clients in a wide range of fields including health care, energy, investments, hospitality, and not-for-profit. Worked with clients to build comprehensive communications strategies, address crisis communications issues, presented media training sessions, and executed media relations plans.

Zizzo Group, Inc., Vice President, Public Relations

2001- 2007

Served as the principal executive for the agency's largest public relations clients, including companies in fields such as hospitality, transportation, technology, health care, and entertainment. Managed strategic planning, media relations, crisis communication, reputation management, and government relations. Oversaw a staff of four professionals. Led the public relations division through growth of more than 400%.

City of Milwaukee, Intergovernmental Relations, Senior Legislative Coordinator

2000- 2001

Developed legislative initiatives and worked to influence state and federal policy. Registered as a lobbyist with the State of Wisconsin on behalf of the City of Milwaukee.

City of Milwaukee, Office of the Mayor, Communications Director

1992- 2000

Led public relations and communications strategy for Mayor John Norquist. Maintained contact with local, regional, and national journalists to advance policy for the city's chief executive. Planned and executed goal-oriented communications strategies. Led crisis communications activities including response to the largest outbreak of waterborne disease in U.S. history, cryptosporidium. Wrote extensively for the Mayor including speeches, published material, and letters. Coordinated activities of public relations professionals in other city departments.

Journalism

NBC News, Production Staff, NBC Nightly News with Tom Brokaw

1982-1983,

NBC News, News Associate

1983-1985

On assignment as a reporter at WTMJ-TV. Political Convention Staff, 1984, 1988, 1992

WTMJ-TV, Reporter

1983-1992

As a General assignment reporter covered a variety of topics including business, features, politics, and spot news. Had the lead responsibility for coverage of Jeffrey Dahmer's arrest and trial. Additional work included weekend assignment desk duties and fill-in anchor duties. Received a number of awards for news and feature work.

Education

Wesleyan University, Middletown, CT

B.A., 1981. Completed majors in both Biology and Government.

Accreditation

February, 2003. Earned APR designation from the Universal Accreditation Board and the Public Relations Society of America (designation lapsed).

Volunteer Activities

Milwaukee Center for Independence, Board Member, past Board Chair

2015- present

MCFI serves thousands of people with disabilities. The organization's annual budget is approximately \$70-million

Trees For Tomorrow, Eagle River, WI, Advisory Council Member

2005- present

Rotary Club of Milwaukee, Member

2006- present

Person of the Year Committee Chair

2015- 2023

Crescent Condominium Association, Board President

2013- present

Wesleyan University, Admissions Volunteer

1995- present

Past Activity

Greater Milwaukee Foundation, Member, Communications Advisory Committee

Milwaukee Forum, Past President

Milwaukee College Prep, Reading is Fundamental Volunteer

St. Robert Parish, Shorewood WI, Former Parish Council Chair

United Way of Greater Milwaukee, Communications Advisory Committee