



January 30, 2024

Harper Donahue, IV
Executive Secretary
City Service Commission
200 E Wells Street Room 706
Milwaukee, WI 53202

RE: Request for Second Extension of Temporary Appointment

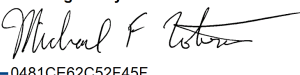
Dear Director Donahue:

The Milwaukee Health Department is in the process of reclassifying the Inventory Control Assistant II position in our Central Supply section. We originally requested an extension and we did not meet the deadline as mentioned in our previous request. The manager for this area conducted a needs assessment of the department relating to the services this position provides, which took additional time. The final job description is in process and should be submitted to the compensation section for classification no later than February 16, 2024.

The position was vacated by the previous incumbent following their retirement on December 30, 2022. Laurel Thomas has been in a temporary appointment since January 16, 2023. The department would like to request a second extension retroactively to May 2023 for an additional 120 days until the position is classified and recruitment is completed.

Thank you for the opportunity to present this request before the City Service Commission. If you have any questions, please contact Lindsey O'Connor, Health Human Resources Administrator at (414)286-6406 or loconnor@Milwaukee.gov.

Sincerely,

DocuSigned by:

0481CE62C52F45F...
Michael F. Totoraitis, PhD
Commissioner of Health



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
Thomas, Laurel		1-30-2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Office Assistant IV	6HN	1484.11

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.

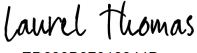
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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.

DocuSigned by:

 ED639B87012344D... Laurel Thomas 1/30/2024

Temporary Appointment Applicant Signature **Date Signed**

Lindsey O'Connor

DocuSigned by:

 D65FC8DE968E406...

Witness Name (Print)

Witness Signature



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



R. 07.08.19

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 Health	LAST NAME Thomas	FIRST NAME Laurel	INITIAL								
AUTHORIZED POSITION TITLE Inventory Control Assistant II	PAY RANGE 6HN	F&P COMMITTEE APPROVAL DATE ARP	REQUISITION #								
UNDERFILL TITLE (IF APPLICABLE) Office Assistant IV	PAY RANGE 6HN	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 5/6/2023	ANTICIPATED EXPIRATION DATE 5/31/2024	T.A. RATE OF PAY 1484.11								
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 Inventory Control Assistant II in MHD's administration division is retiring at the beginning of 2023 and the department is requesting a reclassification of the position. The Inventory Control Assistant II is responsible for inventory control of all stock in the City of Milwaukee Health Department (MHD) Central Supply area. The Inventory Control Assistant II will order, receive, stock and disburse											
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: Lauri has been working with MHD through PS Staffing since December 2020. She came in as part of the COVID-19 response team and has recently started working/training with the Inventory Control Assistant on the administration tem to ensure there are no gaps in department needs being met after the incumbent's retirement											
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">TRAINING AND EDUCATION:</td> <td style="width: 30%; border: none;">WORK EXPERIENCE:</td> <td colspan="2" style="width: 40%; border: none;">OTHER REQUIREMENTS (i.e. LICENSES):</td> </tr> <tr> <td style="border: none;">see attached resume</td> <td style="border: none;">see attached resume</td> <td colspan="2" style="border: none;">see attached resume</td> </tr> </table>				TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES):		see attached resume	see attached resume	see attached resume	
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see attached resume	see attached resume	see attached resume									
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE: TEMP - OA IV	EMPLOYEE ID NUMBER:								
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 Maggie Benson	SIGNATURE 	TITLE HR Assistant	DATE 1/30/2024								
APPROVING OFFICER Lindsey O'Connor	SIGNATURE 	TITLE HR Administrator	DATE 1/30/2024								
THIS SECTION FOR DER REVIEW											
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE								

Laurel (Lauri) Thomas

Work Experience

- PS Companies – Covid Tester, Site Lead for Milwaukee Health Department Dec.2020-Dec.2022
 - ✓ Maintain testing site inventory
 - ✓ Verify and report specimen totals daily
 - ✓ Monitor patient registration data for accuracy
 - ✓ Transport specimens when necessary
- Alexander Thomas LLC^o - Owner, President, Esthetician, Massage Therapist, Instructor 2003 - 2020
 - ✓ Researched/ordered equipment, furnishings and supplies for every aspect of a business start-up
 - ✓ Managed inventory for seven treatment suites, office, and classroom
 - ✓ Communicated with vendors, ordering and addressing errors in quantities and/or invoices
 - ✓ Maintained all financial records
 - ✓ Owned and maintained office condominium
- Alexander Thomas Skin and Body Care - Owner/Sole Proprietor 2000 - 2003
- Peak Performance Milwaukee – Owner/Sole Proprietor (Motivational Seminars) 1993 - 1995
- Peak Performance Systems, Lake Mills - Promotions Coordinator, Consultant 1987 - 1996
 - ✓ Led seminars and workshops for businesses, educators, and individuals
 - ✓ Consulted businesses on team building and long-range planning

Education and Training

- Mount Mary College – Coursework emphasis on social sciences
- Upper Iowa University – Coursework emphasis on communications
- Dr. Ronald R. Hering –Trained in the areas of group process, communications, business consulting, accelerated learning, brain research and human potential

Honors and Awards

- Advisory Board Member – Herzing University Massage Program
- Awarded Phillip Morris Scholarship
- Honors Program – Mount Mary College
- Education Chairman – Milwaukee Dental Assistant's Society
- President – Milwaukee Dental Assistant's Society
- Advisory Board Member – Milwaukee Area Technical College Dental Assistant Program

Volunteer Work

- I worked with Wisconsin Legislators to change laws to allow an Esthetician to hold a seat on the State Cosmetology Board.
- I served on the board of Honey Creek Church as well as working on special events and assisting in building and grounds maintenance.
- I taught swimming in a special needs program, working with a severely autistic child.

References and transcripts available upon request - ^o DBA: Alexander Thomas Academy of Skin Care/Body & Skin Care