



Department of Administration
Budget and Management Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Dennis Yaccarino
Budget and Management Director

May 14, 2020

SF: BMD - Personnel

Board of City Service Commission
City of Milwaukee
Department of Employee Relations
City Hall, 7th Floor

RE: Request to Extend Temporary Appointment

Dear Commissioners:

Pursuant to Civil Service Rule X, Section 2, the Department of Administration, Budget and Management Division, respectfully requests your approval to retroactively extend the temporary appointment of Bryan Rynders, Finance and Administration Manager, for four additional months from May 2, 2021 and ending on August 3, 2021.

This position, in addition to maintaining their current duties, has taken on the coordination of the DNC grant in the amount of \$50 million. The Department of Justice is currently auditing the expenditures the City made using the DNC grant funding. This position is responsible for responding to questions from the DOJ and producing justification of expenditures.

Thank you for your consideration.

Sincerely,

Dennis Yaccarino
Budget and Management Director

DY:

K:/Personnel Issues/Payroll and Personnel Actions/Personnel/Temp Pos Extension.doc



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. If there is a question as to whether the individual selected for temporary appointment meets the minimum requirements, please contact DER prior to making the temporary appointment.

DEPT/DIVISION Department of Administration-Budget and Management Division		DATE May 14, 2021	
NOTICE OF TEMPORARY APPOINTMENT FOR			
AUTHORIZED POSITION TITLE Finance and Administration Manager		PAY RANGE 1IX	F&P COMMITTEE APPROVAL DATE (Enter 'N/A' if F&P approval not required) N/A
WILL THIS POSITION BE UNDERFILLED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		IF YES - UNDERFILL TITLE	
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 May 2, 2021	ANTICIPATED EXPIRATION DATE August 3, 2021
PLEASE DESCRIBE THE MINIMUM QUALIFICATIONS FOR THE TITLE AT WHICH THIS POSITION WILL BE FILLED AND ATTACH A COPY OF THE CURRENT JOB DESCRIPTION			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	
		OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):	
PLEASE PROVIDE INFORMATION ABOUT THE INDIVIDUAL WHO HAS BEEN SELECTED FOR THIS TEMPORARY APPOINTMENT AND ATTACH A COPY OF THE RESUME/APPUCATION			
LAST NAME Rynders		FIRST NAME Bryan	INITIAL J
		RACE W	GENDER M
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> Yes		POSITION TITLE Budget and Policy Manager	T.A. RATE OF PAY
IF YES, PROVIDE: CURRENT DEPARTMENT/DIVISION DOA-Budget and Management Division		CURRENT RATE OF PAY	ID NUMBER [REDACTED]
WHY AND HOW WAS THIS INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT? <input type="checkbox"/> From an existing eligible list – provide position title <input checked="" type="checkbox"/> if not from an existing eligible list – please provide a detailed explanation Bryan took over the Coordination of the \$50 million DOJ Grant given they impacted the two departments he was assigned to and his involvement in the PNC event.			
IF THE INDIVIDUAL WAS NOT SELECTED FROM AN ELIGIBLE LIST FOR THIS POSITION, PROVIDE INFORMATION TO SHOW HOW THE INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT MEETS THE MINIMUM REQUIREMENTS FOR THE POSITION AS DESCRIBED ABOVE?			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	
		OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):	
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 Dennis Yaccarino	SIGNATURE 	TITLE Budget & Management Director	DATE May 14, 2021
APPROVING OFFICER Dennis Yaccarino	SIGNATURE 	TITLE Budget & Management Director	DATE May 14, 2021
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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
Rynders, Bryan J.		May 14, 2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Finance and Administration Manager	1IX	

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.

Bryan Rynders

5/14/2021

Temporary Appointment Applicant Signature

Date Signed

Witness Name (Print)

Witness Signature