



September 20th, 2021

City Service Commission
Department of Employee Relations
City Hall, Room 706

Dear Board of City Service Commissioners:

Pursuant to CSC Rule IX (Provisional, Temporary and Emergency Appointments) Section 2 (Temporary appointment), I am requesting the extension of Erik Munson's temporary appointment to the position of Public Health Assistant Laboratories Director located in MHD's Clinical Services Branch. We are requesting a 10 month extension for this position beginning September 5th, 2021 (ending July 5th, 2022). The Health Department has a critical need to continue this appointment. In order for the Laboratory to continue to fulfill testing obligations, an individual on staff must hold the CLIA (Clinical Laboratory Improvement Amendments) certification that regulates laboratory testing performed on human clinical samples in the U.S.

MHD is requesting this extension due to the additional time needed for new staff to obtain Clinical Laboratory Improvement Amendments (CLIA) certification and licensing. Dr. Nandhakumar Balakrishnan is scheduled for board examinations in June of 2022.

Enclosed is a copy of the Public Health Assistant Laboratories Director job description. If you have any questions, please contact Sarah Wangerin, Human Resources Analyst, Sr. at 414-708-4033.

Thank you for your consideration.

Sincerely,

DocuSigned by:

62DBA10B7405423...
Kirsten Johnson
Commissioner of Health



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 HEALTH - LAB	LAST NAME MUNSON	FIRST NAME ERIK	INITIAL L
AUTHORIZED POSITION TITLE PUBLIC HEALTH ASST LAB DIR 1JX	PAY RANGE	F&P APPROVAL DATE AUX	REQUISITION # NA
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL 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 9/5/21	ANTICIPATED EXPIRATION DATE 7/5/2022	T.A. RATE OF PAY \$46.41/HR
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 Lab has a need to continue to employ the Assistant Public Health Lab Director in order to remain certified. Currently, no other employee holds the CLIA certification.			
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: As an Assistant Professor with Marquette University College of health and sciences and former technical director of Wheaton Franciscan Lab, Dr. Erik Munson has routinely collaborated with the MHD Lab and is familiar with our staff and operations. Dr. Munson has extensive clinical lab director and CLIA related experience and is certified by the American board of Medical Microbiologists			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: UW Med School, Dept of Med Microbiology UW-Green Bay, Bachelor of Science - Biology, Human Biology - 1993	WORK EXPERIENCE: Assistant Professor, Marquette University College of Health Sciences Assistant Clinical Professor - UW-Milwaukee College of Health Sciences Technical Director, Wheaton Franciscan Lab (2002-2016)	OTHER REQUIREMENTS (i.e. licenses) Diplomate, American Board of Medical Microbiology, 2014 Recertification 2017	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT: HEALTH - LAB	CURRENT POSITION TITLE: PUB HEALTH DEPUTY LAB DIR	EMPLOYEE ID NUMBER: 032815
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED 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 Sarah Wangerin	SIGNATURE	TITLE HR Analyst Sr	DATE
APPROVING OFFICER Sonia Allana	SIGNATURE	TITLE HR Officer	DATE
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
Munson, Erik		3/25/21
POSITION TITLE	PAY RANGE	RATE OF PAY
Public Health Asst Laboratory Director	1JX	\$46.41/hr

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:

Erik Munson

3/26/2021

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Temporary Appointment Applicant Signature

Date Signed

Rocio Serna

Witness Name (Print)

DocuSigned by:

Rocio Serna

DEFCE62457DB4E9...
Witness Signature

Curriculum vitae
Erik L. Munson

PERSONAL

Current Affiliation

Marquette University
Department of Clinical Laboratory Science
P.O. Box 1881
Milwaukee, Wisconsin 53201-1881

Telephone: (414) 288-5848
Facsimile: (414) 288-7948
Electronic mail: erik.munson@marquette.edu

Home Address



Date of Birth



Citizenship

United States of America

Family



CERTIFICATION

Diplomate

American Board of Medical Microbiology, 2014
Recertification 2017

Certificate of Qualification

New York State Department of Health, 2019
CQ Code: MUNSE1

Certificate of Compliance, CL-04

State of Wisconsin Department of Health Services, 2018
CLIA Certificate number 52D2152949

College of American Pathologists

Proficiency Testing number 8563653

Registered Microbiologist

American Academy of Microbiology, National Registry of Microbiologists, 1994
American Society for Clinical Pathology Board of Registry, 2005

EDUCATION

Doctorate of Philosophy

University of Wisconsin Medical School
Department of Medical Microbiology and Immunology
1300 University Avenue
Madison, Wisconsin 53706

Bachelor of Science

University of Wisconsin--Green Bay
2420 Nicolet Drive
Green Bay, Wisconsin 54311-7070

Human Participant Protections Education for Research

Completed in 2004

Collaborative Institutional Training Initiative (CITI) Human Subjects Research

Completed in 2017
Stage two completed in 2020

PROFESSIONAL EXPERIENCE

Assistant Professor (2016-)

Marquette University College of Health Sciences; Milwaukee, Wisconsin

Clinical Assistant Professor (2003-2016)

University of Wisconsin--Milwaukee College of Health Sciences; Milwaukee, Wisconsin

Technical Director (2002-2016)

Wheaton Franciscan Laboratory; Milwaukee, Wisconsin

Clinical Microbiology Fellowship (2000-2002)

Clinical Microbiology Laboratories, University of Iowa College of Medicine Department of Pathology; Iowa City, Iowa

Clinical Microbiology Technician (1991-1994)

St. Joseph's Community Hospital of West Bend, Wisconsin

Clinical Laboratory Internship (1990)

St. Joseph's Community Hospital of West Bend, Wisconsin

RESEARCH EXPERIENCE

Post-doctoral Research (2000)

Wisconsin State Laboratory of Hygiene (Public Health Laboratory for the State of Wisconsin) and University of Wisconsin Medical School Department of Medical Microbiology and Immunology

Graduate Research (1994-1999)

Wisconsin State Laboratory of Hygiene (Public Health Laboratory for the State of Wisconsin) and University of Wisconsin Medical School Department of Medical Microbiology and Immunology

Undergraduate Research (1992)

University of Wisconsin--Green Bay Senior Honors Project

TEACHING EXPERIENCE

Medical Microbiology--Course CLLS 4127/7127; Marquette University College of Health Sciences

Four-credit lecture, discussion, and laboratory series offered by the Department of Clinical Laboratory Science; enrollment of approximately 15 students
(2016 to present)

Clinical Microbiology--Course CLLS 4188/7188; Marquette University College of Health Sciences

Six-credit lecture, discussion, laboratory, and practicum series offered by the Department of Clinical Laboratory Science; enrollment of approximately 15 students
(2016 to present)

Guided Study; Clinical Laboratory Science--Course CLLS 1100; Marquette University College of Health Sciences

One-credit summer discussion and laboratory review of microbiology concepts; enrollment of 3 students
(2019)

Vena, R. M., **E. L. Munson**, D. J. DeCoster, C. L. Croke, D. B. Fett, S. M. Callister, and R. F. Schell. 2000. Flow cytometric testing of susceptibilities of *Mycobacterium avium* to amikacin, ciprofloxacin, clarithromycin and rifabutin in 24 hours. Clin. Microbiol. Infect. **6**: 368-375.

Croke, C. L., **E. L. Munson**, S. D. Lovrich, J. A. Christopherson, M. C. Remington, D. M. England, S. M. Callister, and R. F. Schell. 2000. Occurrence of severe destructive Lyme arthritis in hamsters vaccinated with outer surface protein A and challenged with *Borrelia burgdorferi*. Infect. Immun. **68**: 658-663.

Du Chateau, B. K., **E. L. Munson**, D. M. England, S. D. Lovrich, S. M. Callister, J. R. Jensen, and R. F. Schell. 1999. Macrophages interact with enriched populations of distinct T lymphocyte subsets for the induction of severe destructive Lyme arthritis. J. Leukoc. Biol. **65**: 162-170.

Jensen, J. R., B. K. Du Chateau, **E. L. Munson**, S. M. Callister, and R. F. Schell. 1998. Inhibition of the production of anti-OspA borreliacidal antibody with T cells from hamsters vaccinated against *Borrelia burgdorferi*. Infect. Immun. **66**: 1507-1512.

Munson, E. L., D. M. Panko, and J. G. Fink. 1997. Lycoperdonosis: report of two cases and discussion of the disease. Clin. Microbiol. Newslett. **19**: 17-21.

INVITED LECTURES AND PRESENTATIONS

Invited Inservice

Surveillance of Wisconsin organisms for trends in antimicrobial resistance and epidemiology. City of Milwaukee Public Health Laboratory. Milwaukee, Wisconsin; November 2019.

Invited Seminar

“Here, There, and Everywhere” Surveillance of Wisconsin organisms for trends in antimicrobial resistance and epidemiology. 2019 WCLN Regional Meetings [Wisconsin Clinical Laboratory Network]. Madison, Wisconsin; September 2019.

Invited Case Conference

“We Can Work It Out” 23-year-old female with unexpected “bowel movement”. 2019 WCLN Regional Meetings [Wisconsin Clinical Laboratory Network]. Madison, Wisconsin; September 2019.

Invited Seminar

“Here, There, and Everywhere” Surveillance of Wisconsin organisms for trends in antimicrobial resistance and epidemiology. 2019 WCLN Regional Meetings [Wisconsin Clinical Laboratory Network]. Kimberly, Wisconsin; September 2019.

Invited Case Conference

“We Can Work It Out” 53-year-old male with cellulitis, headache, and fever. 2019 WCLN Regional Meetings [Wisconsin Clinical Laboratory Network]. Rice Lake, Wisconsin; September 2019.

Invited Seminar

“Here, There, and Everywhere” Surveillance of Wisconsin organisms for trends in antimicrobial resistance and epidemiology. 2019 WCLN Regional Meetings [Wisconsin Clinical Laboratory Network]. Rice Lake, Wisconsin; September 2019.

Invited Seminar

Surveillance of Wisconsin organisms for trends in antimicrobial resistance and epidemiology. Fort HealthCare Medical Staff meeting. Fort Atkinson, Wisconsin; July 2019.

Invited Seminar

Molecular screening for *Trichomonas vaginalis* and *Mycoplasma genitalium* in the RADAR longitudinal cohort study of young transgender women and young men who have sex with men. ASM Microbe 2019. San Francisco, California; June 2019.

Symposium Convener

No cell wall--no problem: the importance of *Mycoplasma* spp. in clinical medicine. ASM Microbe 2019. San Francisco, California; June 2019.

Invited Seminar

Aptima *Mycoplasma genitalium* assay: addressing an emerging issue. ASM Microbe 2019 Industry & Science Event. San Francisco, California; June 2019.

Invited Seminar

Mycoplasma genitalium TMA: this could be déjà vu all over again. Association of Public Health Laboratories INNOVATE! Saint Louis, Missouri; June 2019.

Invited Panelist

M. genitalium Advisory Board Meeting. Denver, Colorado; April 2019.

Invited Moderator

Molecular diagnostics in the context of women’s health; introduction to syndromic panels and a cautionary tale. WCLN Conference 2019: Syndromic Multiplex Panels and Automation Today and Tomorrow (Where Does This Fit in Your Laboratory [A WCLN Workshop for Wisconsin Clinical Laboratory Professionals]. Wisconsin Dells, Wisconsin; April 2019.

Invited Webinar

Updates to CLSI M100. Wisconsin State Laboratory of Hygiene. Madison, Wisconsin; February 2019.