

Milwaukee Water Works

October 1, 2021

Makda Fessahaye
Employee Relations Director
Department of Employee Relations
City Hall, 200 W Wells St, Room 706
Milwaukee, WI 53202

Subject: Extension of Temporary Appointment for Water Quality Operations Manager

Dear Ms. Fessahaye:

The Milwaukee Water Works (MWW) is requesting a 90-day extension of the temporary appointment of Jason Otto to the position of Water Quality Operations Manager through **January 8, 2022**.

ORIGINAL APPOINTMENT

7/12/2021

ORIGINAL APPOINTMENT EXPIRED

10/10/2021

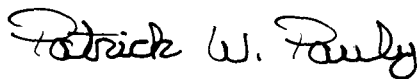
EXTENSION GRANTED THRU

1/8/2022

Mr. Otto was temporarily appointed to the Water Quality Operations Manager due to resignations of the Water Quality Manager on June 25 and the Operations Manager on July 2. Recruitments for both positions are underway. MWW respectfully requests approval to continue this temporary appointment through January 8, 2022.

Thank you for your consideration.

Very truly yours,



Patrick W. Pauly, P.E.
Water Works Administration Manager

PWP:aeH

Enclosure

CC: K. Urban, K. Biernat, A. Hefter, M. Porter



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 DPW/MWW	LAST NAME OTTO	FIRST NAME JASON	INITIAL W
AUTHORIZED POSITION TITLE WQ Operation Man	PAY RANGE 1FX	F&P APPROVAL DATE 6/30/2021	REQUISITION # 8738
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 10/11/2021	ANTICIPATED EXPIRATION DATE 1/8/2022	T.A. RATE OF PAY \$2,846.25
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 Water Quality Manager resigned effective June 25, 2021. The Water Quality Operations Manager resigned effective July 2, 2021.			
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 the current Water Quality Assurance Specialist, Mr Otto is responsible for monitoring and maintaining quality control for the Water Quality section daily operations. He is the only Water Quality employee who possesses the necessary knowledge to assume the role of Operations Manager.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: BS in Chemistry from UW Oshkosh MS in Forensic Science from the University of Central Oklahoma	WORK EXPERIENCE: 5y 8m as Lead Water Chemist, 1y 11m as Water Quality Assurance Specialist	OTHER REQUIREMENTS (i.e. licenses) WI DNR Surface Water Operator Grade T License	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT: DPW/MWW/WATER QUALITY	CURRENT POSITION TITLE: WATER QUALITY ASSURANCE SPECIALIST	EMPLOYEE ID NUMBER: 017537
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 EXTENTION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Amy E. Hefter	SIGNATURE 	TITLE Water Works Personnel Officer	DATE 10/1/2021
APPROVING OFFICER Patrick W. Pauly, P.E.	SIGNATURE 	TITLE Water Works Administration Manager	DATE 10/1/2021
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 (<i>last, first, middle</i>)		DATE
Otto, Jason		10-1-2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Quality Operations Manager	1FX	\$2,846.25

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

Jason Otto

Objective	Experienced water treatment professional seeking an opportunity to advance my career in public works.
Experience	<p>Water Quality Assurance Specialist City of Milwaukee, Milwaukee, WI <i>August 2019 – Present</i></p> <p>Administration of Promium Element Laboratory Information Management system Maintaining laboratory data integrity Creation and maintenance of standard operating procedures Quarterly proficiency testing of laboratory staff</p> <p>Lead Chemist City of Milwaukee, Milwaukee, WI <i>October 2013 – August 2019</i></p> <p>Collection of samples for Safe Drinking Water Act compliance Responding to water quality complaints Maintaining laboratory quality control programs Assigning work to water quality personnel</p> <p>Senior Water Treatment Plant Operator City of Milwaukee, Milwaukee, WI <i>May 2010 – October 2013</i></p> <p>Operation of Milwaukee Water Works treatment plants Designed cost savings study of treatment processes</p> <p>Water System Operator City of Milwaukee, Milwaukee, WI <i>July 2008 – May 2010</i></p> <p>Operation of water distribution pumping</p> <p>Water Chemist City of Milwaukee, Milwaukee, WI <i>October 2005 – July 2008</i></p> <p>Monitoring water quality of Milwaukee Water Works treatment plants Bench top laboratory work</p>
Education	<p>Masters in Forensic Science University of Central Oklahoma, Edmond, OK May 2005</p> <p>Bachelors in Chemistry University of Wisconsin Oshkosh, Oshkosh, WI May 2001</p>
Certifications	Wisconsin DNR Surface Water Operator Grade T
References	References are available on request.