



Fire Department

Douglas A. Holton  
Chief  
Michael L. Jones  
Assistant Chief

August 26, 2009

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, Wisconsin 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Office Assistant I:

Casey J. Kloss

to the position of OFFICE ASSISTANT II in this department, effective September 6, 2009.

On February 23, 2009, Ms. Kloss was appointed to Office Assistant I, and has underfilled the position of Office Assistant II for six months, per the City's current guidelines. She has successfully met the qualifications required. Ms. Kloss' work is satisfactory, she has proven to be a capable employee, and well qualified for the job. I recommend that Ms. Kloss be promoted to Office Assistant II. In accordance with City Service Commission practices, Ms. Kloss meets the requirements for this position.

Respectfully,

  
DOUGLAS A. HOLTON  
Chief

DH/jlb  
FPC\Bureau Personnel\Promote Kloss OAIL 0809

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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Chairman

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Date \_\_\_\_\_

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Executive Director