



Police Department

Edward A. Flynn
Chief of Police

September 10, 2009

The Board of the
Fire & Police Commissioners
200 East Wells Street, Room 706

Milwaukee, WI 53202

Dear Commissioners:

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

BAI XIONG

to the position of Office Assistant III (Pay Range 425) in this Department, effective SUNDAY, SEPTEMBER 20, 2009.

Ms. Xiong was appointed to the Department as an Office Assistant I on October 8, 2007, and was assigned to District Seven. On April 20, 2008, she was promoted to Police District Office Assistant. Ms. Xiong is currently assigned to the Human Resources Division, (Medical Section), and clearly recognizes her areas of responsibility and performs her duties in an exemplary manner.

In accordance with City Service Commission practices, she meets the requirements for this position through examination with the Department of Employee Relations for promotion to the Office Assistant III position. I therefore, nominate and promote, subject to your approval, Ms. Xiong to Office Assistant III.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:pk
F&P: 07/01/09 (Foster)
CC: H/R Analyst Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director