



**City
of
Milwaukee**

Police Department
October 5, 2009

Edward A. Flynn
Chief of Police

The Board of the
Fire & Police Commissioners
200 E. Wells St.- Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT I:

CARLA D. MCGEE

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, October 18, 2009.

Ms. McGee was appointed to the Department on October 6, 2008, and was assigned to the Central Records Division. She has satisfactorily underfilled the position of Office Assistant II and is recommended for this position by her supervisor.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. McGee to the position of Office Assistant II.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:dj
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director



Police Department
October 7, 2009

Edward A. Flynn
Chief of Police

The Board of the
Fire & Police Commissioners
200 E. Wells St.- Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT I:

NICOLE Y. SPENCER

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, OCTOBER 18, 2009.

Ms. Spencer was appointed to the Department on July 14, 2008, and is assigned to the Criminal Investigation Bureau. She has satisfactorily underfilled the position of Office Assistant II and is recommended for this position by her supervisor.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Spencer to the position of Office Assistant II.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:dj
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director