



Police Department

Edward A. Flynn
Chief of Police

November 19, 2010

The Board of the
Fire and Police Commission
200 E. Wells Street, Room 706
Milwaukee, WI 53202

Dear Commissioners:

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

BAI XIONG

to the position of PROGRAM ASSISTANT II (Pay Range 530) effective SUNDAY, DECEMBER 12, 2010.

Ms. Xiong started her career with the Department on October 8, 2007, as an Office Assistant I, and was assigned to District Seven. On April 20, 2008, she was promoted to Police District Office Assistant and remained assigned to District Seven. On October 5, 2008, Ms. Xiong was assigned to the Human Resources Division (Medical Section) to perform Office Assistant II duties. On September 20, 2009, she was promoted to Office Assistant III and assigned to the Human Resources Division. Ms. Xiong has satisfactorily performed her duties, and her supervisor recommends her for this position.

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

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
2010 New Position (Grant funded)
Cc: H/R Analyst Sr. Ratliff

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PROMOTION: BAI XIONG

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date _____

Executive Director