



Police Department

Edward A. Flynn  
Chief of Police

December 13, 2010

The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: POLICE BUDGET AND ADMINISTRATION MANAGER

Dear Commissioners:

I request that the position of Police Budget and Administration Manager be classified as an exempt position under Commission Rule V, Section 4. This is a civilian position assigned to the Office of the Chief. The Department has been notified of the retirement of the current incumbent, Barbara Butler.

The Police Budget and Administration Manager position is responsible for all budgetary and financial support functions for the Milwaukee Police Department. The essential functions of this position include preparing and administering budget and related financial and accounting activities for the Department; developing budget and fiscal policy recommendations and procedures; coordinating and monitoring budget performance; managing the Department's purchasing activities and ensuring the Department's compliance with applicable purchasing guidelines and coordinating, as well as, preparing responses to requests from other city agencies or external entities.

Because of the importance of this position and the need to fill it as soon as practical, the Department respectfully requests the position be exempt from the competitive examination process.

If you have any questions regarding this matter, please contact Police Personnel Administrator Valarie Williams at 935-7110.

Sincerely,



EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:vw