



Police Department
May 24, 2011

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:

ROBERTA J. ROBINSON

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, JUNE 12, 2011.

Ms. Robinson was appointed to the Department on November 1, 2010, and assigned to the Sensitive Crimes 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. Robinson to the position of Office Assistant II.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:m
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director