



Fire Department

June 28, 2011

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Michael Payne
Assistant Chief
Paul Conway
Assistant Chief

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

I hereby nominate and appoint, subject to your approval,

Cassandra J. Taylor

to the position of OFFICE ASSISTANT I in our Bureau of Support, Administration Division, to fill an existing vacancy. Ms. Taylor is underfilling the position of Office Assistant II following the city's current guidelines. Ms. Taylor's promotion to the position of Office Assistant II will be contingent upon satisfactory work performance and the recommendation of the Chief. This appointment becomes effective July 11, 2011.

Ms. Taylor's name appears on the Office Assistant-2011 eligible list (referral date April 29, 2011), as established by the Department of Employee Relations. We have conducted a comprehensive selection process and we feel Ms. Taylor is most qualified for the position. Copies of her Fire and Police application and résumé are enclosed.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
F&P: 4/7/11 (Kloss)
FPC\Bureau Personnel\OFA2 Taylor Underfill 071 1

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chairman

Date _____

Executive Director