



Fire Department

January 12, 2012

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 promote, subject to your approval, the following Office Assistant I:

Cassandra J. Taylor

to the position of OFFICE ASSISTANT II in this department, effective January 22, 2012.

On July 11, 2011, Ms. Taylor was appointed to Office Assistant I, and has underfilled the position of Office Assistant II for six months, per the City's current guidelines. She has successfully met the qualifications required. Ms. Taylor's work is satisfactory; she has proven to be a capable employee, and well qualified for the job. I recommend that Ms. Taylor be promoted to Office Assistant II. In accordance with City Service Commission practices, Ms. Taylor meets the requirements for this position.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
FPC\Bureau Personnel\Promote Taylor OAI 0112

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chairman

Date _____

Executive Director