



Fire Department

March 29, 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 Personnel Payroll Assistant I:

Casey J. Kloss

to the position of PERSONNEL PAYROLL ASSISTANT II in this department, effective April 15, 2012.

On April 17, 2011, Ms. Kloss was promoted to Personnel Payroll Assistant I, and has underfilled the position of Personnel Payroll Assistant II for one year, per the City's current guidelines. She has successfully met the qualifications required. Ms. Kloss's work is very satisfactory; she has proven to be a capable employee, and well qualified for the job. Ms. Kloss was originally appointed to the department February 23, 2009.

I recommend that Ms. Kloss be promoted to Personnel Payroll Assistant II. In accordance with City Service Commission practices, Ms. Kloss meets the requirements for this position.

Respectfully,

  
MARK ROHLFING  
Chief

MR/jlb  
FPC\Bureau Personnel\Promote Kloss PPRAI 0412

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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**Chairman**

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Date \_\_\_\_\_

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**Executive Director**