



Fire Department

Mark Rohlfing  
Chief

Gerard Washington  
Assistant Chief

August 28, 2012

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,

Kaylyn J. Jennik

to the position of OFFICE ASSISTANT I in our EMS/Training/Education Bureau, Training Division, to fill an existing vacancy. Ms. Jennik is underfilling the position of Office Assistant II following the city's current guidelines. Ms. Jennik'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 September 17, 2012.

Ms. Jennik's name appears on the Office Assistant-2012 eligible list (referral date August 8, 2012), as established by the Department of Employee Relations. We have conducted a comprehensive selection process and Ms. Jennik has demonstrated she is the most qualified for the position. Copies of her résumé and FPC application are enclosed.

Respectfully,

  
MARK ROHLFING  
Chief

MR/jlb  
Enclosures  
F&P: 6/27/12 (Kenney)  
FPC\Bureau Personnel\TRN\OFCA2 Jennik Underfill 0812

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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Chairman

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\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Executive Director