



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Michael Romas
Assistant Chief

March 14, 2013

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:

Kaylyn J. Jennik

to the position of OFFICE ASSISTANT II in this department, effective retroactively to March 17, 2013.

On September 17, 2012, Ms. Jennik was appointed to Office Assistant I, and has underfilled the position of Office Assistant II for six months, per the City's current guidelines. Ms. Jennik has proven to be a capable employee who produces quality work. In accordance with City Service Commission practices, Ms. Jennik meets the requirements for this position, and I recommend that she be promoted to Office Assistant II.

Respectfully,



MARK ROHLFING
Chief

MR/jlb
FPC\Civilian Personnel\TRN\Promote Jennik OAI 0313

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chairman

Date _____

Executive Director