



**BE A FORCE**

March 11, 2014

**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, Wisconsin 53233  
<http://www.milwaukee.gov/police>

**Edward A. Flynn**  
Chief of Police

(414) 935-7200

The Honorable  
Fire and Police Commission  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202

RE: RECLASSIFICATION REQUEST – HUMAN RESOURCES ASSISTANT

Dear Commissioners:

Attached is a job description for the Office Assistant IV position assigned to the Human Resources Division. I respectfully request that this position be studied for reclassification; the recommended reclassification title is Human Resources Assistant. This reclassification request is based on the expanded duties and responsibilities of this position relating to Human Resources functions. This position's duties have expanded to include preparing selection processes, administrating request to fills, and managing various Human Resources reports. This position also functions as the Human Resources Administrator's assistant, which include managing the Administrator's schedule and assisting with special and confidential projects.

I therefore request that this reclassification request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this reclassification process.

Sincerely,

  
EDWARD A. FLYNN  
CHIEF OF POLICE

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Attachment

