



BE A FORCE

May 20, 2014

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

The Board of the
Fire and Police Commissioners
200 East Wells, Room 706
Milwaukee, WI 53202

Edward A. Flynn
Chief of Police

(414) 935-7200

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT II:

JAMES KIRSCHLING

to the position of OFFICE ASSISTANT III (Pay Range 6FN) in this Department, effective SUNDAY, JUNE 8, 2014.

Mr. Kirschling was appointed to the Department on February 17, 2003, as an Office Assistant I and promoted to Transcriptionist II position on November 23, 2003, assigned to Central Records Division. On January 14, 2007, he was promoted to Office Assistant II and he remained in Central Records Division. On September 15, 2009, he was assigned to Human Resources Division (Medical). Mr. Kirschling is a valued member of the Department, and his supervisor highly recommends him for this position.

In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and promote, subject your approval, Mr. Kirschling to the position of Office Assistant III.

Respectfully submitted,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kw
F&P: 5/7/2014 (Susan Wroblewski)
C: Payroll Supervisor Ratliff



Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date: _____

Executive Director