



BE A FORCE

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

June 8, 2015

Edward A. Flynn
Chief of Police

(414) 933-4444

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

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT I (Pay Range 6CN):

MAI O. XIONG

to the position of OFFICE ASSISTANT II (Pay Range 6EN), effective SUNDAY, JULY 5, 2015.

For the past six months, Ms. Xiong has satisfactorily underfilled the position of Office Assistant I at Human Resources and she is recommended for this position by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Xiong to the position of Office Assistant II.

Respectfully Submitted,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kw
C: Payroll Supervisor Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director