



Fire Department

March 29, 2016

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Brian Smith
Assistant Chief

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, contingent upon medical examination, subject to your approval,

Milicent A. Moore

to the position of Office Assistant III, in our Support Bureau, Budget and Finance Section, to fill an existing vacancy, effective April 11, 2016. Ms. Moore will be underfilling the position of Personnel Payroll Assistant II following the City's current guidelines. Ms. Moore's promotion to the position of Personnel Payroll Assistant II will be contingent upon satisfactory work performance and the recommendation of the Chief.

Ms. Moore's name appears on the current Office Assistant III Eligible List (referral date 2/29/16) as established by the Department of Employee Relations. We have conducted a comprehensive selection process and Ms. Moore has demonstrated that she is the most qualified candidate for the position. Copies of her résumé and the job description for Personnel Payroll Assistant II are enclosed.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Enclosures
F&P: 12/9/15 (Kloss)
FPC\Bureau Personnel\B&F\Appoint Moore 041116

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chair

_____ Date _____

_____ Executive Director

