City of Milwaukee

Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Brian Smith
Assistant Chief
John Schwengel
Acting Assistant Chief

September 6, 2016

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 appoint, subject to your approval,

Sue A. Williams

to the position of Office Assistant III in our Support Bureau, Administration Division, to fill an existing vacancy, effective September 26, 2016. Ms. Williams' name appears on the current Office Assistant III Eligible List (referral date 7/21/16) as established by the Department of Employee Relations. We have conducted a comprehensive selection process and Ms. Williams has demonstrated that she is the most qualified candidate for the position. Copies of her résumé and the job description for the relevant Office Assistant III position are enclosed.

Respectfully,

MARK ROHLFING
Chief

MR/jlb
Enclosures
F&P: 6/29/16 (Taylor)
FPC\Bureau Personnel\Adm\Appoint Williams 092616

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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Chair

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_____ **Date** _____

_____ _____
Executive Director