



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

Alfonso Morales
Chief of Police

(414) 933-4444

July 16, 2019

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

RE: REQUEST TO PROMOTE WITHOUT EXAM – PERSONNEL PAYROLL
ASSISTANT II TE'NESE N. TOLBERT TO PERSONNEL PAYROLL ASSISTANT III

Dear Commissioners:

I am nominating for promotion without an exam Personnel Payroll Assistant II Te'Nese Tolbert to the position of Personnel Payroll Assistant III, to fill a current vacancy in the Human Resources Payroll Division. Ms. Tolbert is currently assigned to the Human Resources Division in the Payroll Section.

Ms. Tolbert has over seven years of clerical experience with the City of Milwaukee and over one year experience within the Milwaukee Police Department at the Office Assistant III and Personnel Payroll Assistant II level. Ms. Tolbert is being recommended for the Personnel Payroll Assistant III position based on her training and years of clerical experience. She has course work from UW-Milwaukee and is skilled in our SharePoint and E-Time computer systems. As a Personnel Payroll Assistant III, Ms. Tolbert will remain assigned to the Human Resources Payroll Section.

It is critical the new incumbent to the role of Personnel Payroll Assistant III not only have payroll experience, but more importantly Police payroll experience; in addition to being knowledgeable of the Police Department's Labor Contracts, Standard Operating Procedures (SOP) and the City Ordinance. Ms. Tolbert has been learning and performing the duties of Personnel Payroll Assistant III position within the last 6 months. Her duties will include the regular operating of Police payroll processing. This includes updates and preparation of employee data needed to process regular payments; edit and verification of time, attendance, and preparation of data for submission of payroll to City Hall.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion to Personnel Payroll Assistant III be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 form (attached for reference).

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Sincerely,



ALFONSO MORALES
CHIEF OF POLICE

Attachments
AM:jh
F&P: 7/2/2019 (Mack)
cc: Payroll Supervisor Santiago