



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

Jeffrey B. Norman
Chief of Police

(414) 933-4444

March 29, 2022

The Board of
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 Human Resources Assistant (Pay Range 5IN):


Mai O. Xiong

to the position of Human Resources Analyst-Senior (Pay Range 2FX), in this Department, effective Sunday, April 17, 2022.

Ms. Xiong was appointed to the Department as an Office Assistant I on December 8, 2014, assigned to the Human Resources Division. While assigned to the Human Resources Division, she has held several positions and is currently a Human Resources Assistant. Ms. Xiong is an exceptional performer and team player. Her training and experience qualifies her for the position and she has been recommended for promotion 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 Human Resources Analyst-Senior.

Respectfully Submitted,



JEFFERY B. NORMAN
CHIEF OF POLICE

JBN:an
F&P: 11/6/2021 (Nwandu)
c: Payroll Supervisor Santiago

I hereby certify that the above agenda item has been approved by the Commission:

Executive Director

Date: _____



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RE: Request to Promote without Exam – Human Resources Assistant Mai O. Xiong to Human Resources Analyst-Senior

Dear Commissioners:

I am nominating for promotion without an exam Human Resources Assistant Mai O. Xiong to the position of Human Resources Analyst-Senior to fill a current vacancy in the Human Resources Division.

As a Human Resources Analyst-Senior, Ms. Xiong will be assigned to the Human Resources Division. The Human Resources Analyst-Senior performs a full range of professional duties relating to personnel and labor relations issues in the Milwaukee Police Department. This position assists both the Human Resources Administrator and Human Resources Specialist; and supervises the Human Resources Division's support staff.

Ms. Xiong has over seven (7) years of clerical experience within the Milwaukee Police Department and over three years of clerical experience at the Human Resources Assistant level. She has earned a Bachelor's Degree in Business Administration with an emphasis in Human Resources. Ms. Xiong is the lead worker for the Human Resources Division's clerical staff and functions as the administrator's assistant. She ensures the work flow of the support staff is efficient and accurate, assists in selection processes, prepare Human Resources reports, perform various Human Resources functions, and assists with special projects. She maintains an efficient file system of highly confidential personnel records of approximately 2,600 members including disciplinary actions, promotions, separations, transfers and changes in status. She provides orientation presentations to new employees and compose routine internal and external correspondences. She is skilled in SharePoint, HRMS, and Online Time-Entry systems. As a result of her expertise and ability, Ms. Xiong has been recommended for promotion to the Human Resources Analyst-Senior position by her commanding officer.

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

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:an