



February 26, 2020

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

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

RE: REQUEST TO PROMOTE WITHOUT AN EXAM – HUMAN RESOURCES SPECIALIST PAMELA K. ROBERTS

Dear Commissioners:

I am nominating for promotion without an exam Human Resources Specialist Pamela K. Roberts to the position of Human Resources Administrator with the Milwaukee Police Department (MPD). The Human Resources Administrator has full responsibility over the Human Resources Division and labor/employee relations, staff and activities within the Police Department. In this capacity, the position is responsible for formulating, implementing and maintaining sound and effective human resources policies and practices.

Ms. Roberts has worked for the Milwaukee Police Department for 23+ years. Ms. Roberts has an extensive and impressive record working within the human resources field not only as an HR Professional, but also within the Police Department, where she has worked since 1997. Ms. Roberts served in the position of Personnel Analyst Senior from November of 1997 until May of 2000. Ms. Roberts was promoted to the EXEMPT position of Safety Director with the Milwaukee Police Department from May 2000 to September 2004.

In her role as Safety Director, she served as the Milwaukee Safety Commission's liaison between the community, city departments, policy makers and media. At the conclusion of her term as Safety Director, Ms. Roberts held the position of Human Resources Specialist/Personnel Officer for the Milwaukee Police Department from September 2004 until present.

Ms. Roberts understands and knows the job of Human Resources Administrator well. She has served as interim Human Resources Administrator for a period of time. Ms. Roberts is a seasoned HR professional who is more than well-versed on the operations and culture of the Milwaukee Police Department.

In her role as Human Resources Specialist/Personnel Officer she is 2nd in command of the HR Division in the absence of the Human Resources Administrator. Ms. Roberts brings a wealth of knowledge to the position of Human Resources Administrator. Her 19 years of service in the Human Resources Division of MPD has afforded her the opportunity to be extremely well-versed on the processes and procedures of the HR Division, the cultural of the organization, and the partnership between the Milwaukee Police Department and the Fire and Police Commission; in addition to her knowledge and understanding of employment laws such as ADA, EEO, FMLA, etc.

Additionally, in her current role as Human Resources Specialist/Personnel Officer Ms. Roberts supervises the Background Investigators and the Human Resources Analyst Sr. She represents the department at unemployment compensation hearings, labor contract negotiations, and grievance hearings.

Ms. Roberts has been, and continues to be a tremendous value and asset to the department. She exceeds the relevant experience necessary to step into the higher position of Human Resources Administrator. Ms. Roberts exceeds the minimum qualifications for the position of Human Resources Administrator. She has a Master of Business Administration degree from Cardinal Stritch University, and a Bachelor of Arts Degree in Business and Management from Alverno College and 19+ years as an HR professional with the Milwaukee Police Department.

Ms. Roberts has a great rapport with the HR Division team members; which is a team of 34 individuals. She has served as an HR Professional for the Milwaukee Police Department under various Chief's Administrations. She has the historical knowledge of the Milwaukee Police Department that is a rarity for civilian personnel.

In conclusion, promoting Ms. Pamela Roberts to the position of Human Resources Administrator would create a seamless transition for the Milwaukee Police Department without disruption of services, and the maintenance of consistency with past practice, processes, and procedures.

It is with full confidence and support that I recommend Pamela K. Roberts to the position of Human Resources Administrator.

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

Respectfully submitted,



ALFONSO MORALES
CHIEF OF POLICE

attachments
AM:mx
F&P: 2/26/2020 (Williams)
cc: Payroll Supervisor Santiago