



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

March 21, 2019

The Board of the
Fire and Police Commission
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT II
SONYA R. SPAN TO OFFICE ASSISTANT III

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Office Assistant II (Pay Range 6EN):

SONYA R. SPAN

to the position of OFFICE ASSISTANT III (Pay Range 6FN), in this Department, effective SUNDAY, April 21, 2019, assigned to the Technical Communications Division.

Ms. Span was appointed to the Department as an Office Assistant I on July 22, 2002. On October 26, 2003, she was promoted to the position of Police District Office Assistant assigned to District Four. On September 9, 2010, she was transferred to the Technical Communication Division where she performs Office Assistant II duties. Her training and experience qualifies her for the position. She has been recommended for promotion by her commanding officer.

Ms. Span has over 16 years of clerical experience within the Milwaukee Police Department. As an Office Assistant III, Ms. Span will remain assigned to the Technical Communications Division. The Office Assistant III must demonstrate a thorough knowledge of departmental and organizational policies and procedures. Maintain a lead worker position of the clerical support staff to assist department personnel, officers, and agents from other law enforcement and government agencies by teletype, telephone, fax, and radio. In addition, the Office Assistant III review reports for supervisor approval and trains new personnel to the NCIC clerical support staff. She has an associate degree from MCOB in Business and she is Time System Advancement Certified. She is being recommended for the Office Assistant III position based on her training and experience. Ms. Span for the past four months has been successfully performing some of the Office Assistant III duties.

The Technical Communications Division Office Assistant III position was posted internally for two weeks, February 7, 2019 through February 21, 2019, to provide a promotional opportunity to members within the Department. Six applications were received. It was determined that five members met the minimum requirements. The members were then invited to the selection process held on March 14, 2019. Ms. Span participated in a selection process that involved a structured oral interview process. The

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interview panel consisted of a Milwaukee Police Department Captain, two MPD Lieutenants and two MPD Sergeants. The job posting is attached for your review.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Span to the position of Office Assistant III.

Respectfully Submitted,



ALFONSO MORALES
CHIEF OF POLICE

AM: cwh
F&P: 10/10/18 (Hansen)
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director