



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

January 4, 2019

Alfonso Morales
Chief of Police

(414) 933-4444

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

RE: REQUEST TO PROMOTE WITHOUT EXAM – OFFICE ASSISTANT III NARAYDA MARTIN TO ACCOUNTING ASSISTANT II

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant III Narayda Martin to the position of Accounting Assistant II to fill an Accounting Assistant II vacancy in the Budget and Finance Division.

As an Accounting Assistant II, Ms. Martin will be assigned to the Budget and Finance Division. The Accounting Assistant II performs general accounting duties, including the processing and reporting on all Department cash receipts, purchase requisition input, accounts receivable invoice preparation duties, and accounts payable duties for all types of Department expenditures; assist with budget correspondence and other clerical duties related to on-going budget reviews and maintain various spreadsheets and records for department expenditures. Ms. Martin has over two years of clerical experience within the Milwaukee Police Department, over eight years of clerical experience in the private sector and one year of Accounting Assistant experience. Her current duties include personal records management, curriculum development for the CIT, managing the workflow of invoices, updating the Academy's budget and various Office Assistant III responsibilities. She is fluent in both English and Spanish. She is being recommended for the Accounting Assistant II position based on her training and experience. Ms. Martin has also been successfully performing some of the Accounting Assistant II duties.

To alleviate any potential hardships that can result from this position being vacant for too long, I am requesting that this promotion to Accounting Assistant II 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

AM:cwh
F&P: 9/19/18 (Peete)
C: Payroll Supervisor Santiago



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Dear Commissioners:

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

NARAYDA MARTIN

to the position of Accounting Assistant II (Pay Range 6HN), in this Department, effective SUNDAY, FEBRUARY 10, 2019.

Ms. Martin was newly appointed to the Department and assigned to the Police Academy, as an Office Assistant I on May 23, 2016. On December 4, 2016, she was promoted to Office Assistant II and remained assigned to the Police Academy. On September 24, 2017, she was promoted to Office Assistant III and continued in her assignment at the Police Academy. Her training and experience qualifies her for the position. 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, Narayda Martin to the position of Accounting Assistant II.

Respectfully Submitted,

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh
F&P: 9/19/18 (Peete)
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director