



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

December 20, 2022

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

Dear Commissioners:

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

Gabriel F. Villa

to the position of Personnel Payroll Assistant II (Pay Range 6HN), in this Department, effective Sunday, January 22, 2023.

Mr. Villa was appointed to the Department as an Office Assistant III on October 17, 2021, and is currently assigned to the Human Resources Division. Mr. Villa participated in a selection process, which included an evaluation of training and experience, and oral interview. Mr. Villa is being recommended based on the results of this process.

In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Mr. Villa to the position of Personnel Payroll Assistant II.

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:sw
F&P: 09/15/2021 (Floyd)
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 – OFFICE ASSISTANT III GABRIEL F. VILLA TO PERSONNEL PAYROLL ASSISTANT II

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant III Mr. Gabriel F. Villa to the position of Personnel Payroll Assistant II to fill an existing vacancy in the Human Resources Division's Payroll Section. The Personnel Payroll Assistant II assigned to the Payroll Section performs administrative tasks to support the Personnel Payroll Assistant III and Police Payroll Supervisor. The Personnel Payroll Assistant II is responsible for assisting with police payroll processing and providing oversight of members on military leave. This position is also responsible for updating tax forms, processing shift changes, and entering updates to members' personal information. The Personnel Payroll Assistant II also compiles and prepares parking reimbursement files and other special pay entries for payroll processing.

Mr. Villa has eight (8) years of professional experience in office support and customer care, and one (1) year of payroll processing. Mr. Villa's duties include, but are not limited to assisting with promotions of Department members, tracking all incoming correspondences, and recording and submitting CityTime entries of personnel assigned to Human Resources Division and the Background and Investigation Section. Mr. Villa is knowledgeable in assisting staff with payroll processing and answering members' payroll questions. Mr. Villa is competent in maintaining an efficient filing system of Department members' highly confidential personnel records. He is being recommended for the Personnel Payroll Assistant II position based on his training, experience, and the results of the oral interview process.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion of Personnel Payroll Assistant II 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

NICOLE J. WALDNER
ASSISTANT CHIEF OF POLICE