



**Suzanne DeFillips**  
Interim Director

**Anna Zizzo**  
Human Resource  
Administrator

**Donnell Rushing**  
Finance Manager

February 08, 2023

To the Honorable  
Board of Fire and Police Commissioners  
200 East Wells Street, Room 705  
Milwaukee, WI 53202

Dear Commissioners,

We respectfully request the promotion of Edwin Schacherer, Emergency Communications Human Resources Assistant, to an Emergency Communications Human Resources Analyst-Senior position. After underfilling the role in his current job title during the introductory period, Mr. Schacherer is bringing a high level of performance, knowledge, skills and abilities to the new Department of Emergency Communications to achieve its goals. Additionally his underfill to promotion to the senior position was evaluated through Fire & Police Commission Human Resources and determined to meet the position requirements.

During the introductory period Mr. Schacherer has proven to be an asset to planning, development, and implementation of the Human Resources Division. As of the end of the probationary period on February 08, 2023, Mr. Schacherer is performing at either an Exceeds Job Requirements level or Outstanding in all of the performance factors for productivity, knowledge, initiative, dependability, and interpersonal relationships. This is evidenced by his role as a project leader for a current payroll transition. In addition, he has received unsolicited positive and complimentary feedback from this team's group members. Furthermore, Mr. Schacherer contributes to his current role, utilizing his vast knowledge of City systems, policy and HR policies and practices from his 19 years of service with the City of Milwaukee. Moreover, Mr. Schacherer has a commitment to serve the community. He is a member of the Society for Human Resources Management and completed a SHRM Certified Professional (SHRM-CP) certification. This certification assesses an individual's competence in operational HR functions. For all of the factors described, we request approval of the promotion.

Respectfully Submitted,

*Anna Zizzo*

Human Resources Administrator

A handwritten signature in black ink, appearing to read "Suzanne DeFillips".

Suzanne DeFillips  
Interim Director

F&P: New 2022 position

CC: Job Description-DEC HR Analyst-Sr., Schacherer Resume

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

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_