



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 IV (Pay Range 6HN):

Rebecca S. Putze

to the position of Personnel Payroll Assistant III (Pay Range 5EN), in this Department, effective Sunday, January 22, 2023.

Ms. Putze was appointed to the Department as an Office Assistant I on January 4, 2005. Ms. Putze was promoted to an Office Assistant II on July 31, 2005. She was later promoted to an Office Assistant III on September 4, 2011. Ms. Putze was then promoted to an Office Assistant IV on November 18, 2018, and is currently assigned to the Technical Communications Division. Ms. Putze participated in a selection process, which included an evaluation of training and experience, and oral interview. Ms. Putze is being recommended based on the results of this process.

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

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:sw
F&P: 11/07/2022 (Tolbert)
c: Payroll Supervisor Santiago

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

Executive Director

Date: _____



December 20, 2022

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

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

RE: REQUEST TO PROMOTE WITHOUT EXAM – OFFICE ASSISTANT IV REBECCA S. PUTZE TO PERSONNEL PAYROLL ASSISTANT III

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant IV Rebecca S. Putze to the position of Personnel Payroll Assistant III to fill an existing vacancy in the Human Resources Division's Payroll Section. The Personnel Payroll Assistant III assigned to the Payroll Section performs administrative tasks to support the Police Payroll Supervisor. The Personnel Payroll Assistant III is responsible for managing electronic bi-weekly payroll and special pay entries for the Department. This position is also responsible for the onboarding of individuals newly hired to the Department. The Personnel Payroll Assistant III also follows compliance of Department Standard Operating Procedures for processing daily duties with minimal supervision.

Ms. Putze has over twenty (20) years of professional experience in office management, customer care, and payroll processing. Ms. Putze's duties include, but are not limited to identifying payroll discrepancies and making necessary corrections and reconciliations as needed. She is responsible for entering and approving payroll for the Technical Communications Division's shifts, maintaining FMLA confidential files and correspondences, publishing daily Roll Calls, performing audits of the Tiburon System as determined by superior officers and administrative support to executive command staff. She is being recommended for the Personnel Payroll Assistant III position based on her 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 III 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