



March 19, 2020

**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

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

RE: REQUEST TO PROMOTE WITHOUT EXAM – ADMINISTRATIVE ASSISTANT IV SUSAN M. WROBLEWSKI TO STAFF ASSISTANT SENIOR

Dear Commissioners:

I am nominating for promotion without an exam Administrative Assistant IV Susan Wroblewski to the position of Staff Assistant Senior to fill the Staff Assistant Senior vacancy in the Office of the Chief.

As the Staff Assistant Senior, Ms. Wroblewski will remain assigned to the Office of the Chief. The Staff Assistant Senior provides staff assistance and consultation to the Chief of Police. The Staff Assistant Senior performs confidential and complex high-level administrative duties for individuals serving at the Executive Command Staff level of the Milwaukee Police Department. The work involves a high degree of independent judgment, confidentiality, ability to analyze a situation and take appropriate action, tact and discretion requiring a thorough knowledge of Department procedures and policies.

Ms. Wroblewski has over 35 years of clerical experience within the Milwaukee Police Department and over one year of clerical experience at the Administrative Assistant IV level. Ms. Wroblewski has proven to be an exemplary employee with the Milwaukee Police Department, who would bring both institutional knowledge and an excellent work ethic to the Staff Assistant Senior position. Through her career she has held many roles, including Police District Office Assistant, the only Office Assistant II with the Criminal Investigation Bureau's Sensitive Crimes Division, and as an Office Assistant III assigned to the Human Resources Division Medical Section, where she was later promoted to Office Assistant IV. In September 2015, then commanding officer of the Criminal Investigation Bureau, Assistant Chief William Jessup, selected her to fill the Administrative Assistant II position, assigned to the Executive Command Staff.

In March 2018, Ms. Wroblewski was assigned to the Office of the Chief of Police as an Administrative Assistant III. On December 30, 2018, she was promoted to an Administrative Assistant IV and continued in her assignment in the Office of the Chief. As an Administrative Assistant IV she reviews and drafts correspondence related to the Chief of Police, the Chief of Staff and the Public Information Office, answers incoming calls for the Chief's Office, corresponds regularly with other city departments, assists with the Chief's and Chief of Staff's schedules, monitors and responds to requests sent to the [mpdchief@milwaukee.gov](mailto:mpdchief@milwaukee.gov) email account, enters payroll information for the Executive Command Staff, prepares MPD Personnel-O-Grams, prepares weekly Supply Order Requisition for the Executive Command Staff and performs other miscellaneous duties and tasks as assigned by members of the Executive Command Staff. She has course work from the Milwaukee Area Technical College and Time System Certification. She is being recommended for the Staff Assistant Senior position based on her training and experience. Ms. Wroblewski has also been successfully performing some of the Staff Assistant Senior duties.

Ms. Wroblewski would make a seamless transition to the Staff Assistant Senior position and become an even greater asset to the Office of the Chief. To alleviate any potential hardships that can result from this position being vacant, I am requesting that this promotion to Staff Assistant Senior 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: 3.18.20 (Cooney)  
C: Payroll Supervisor Santiago