



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

April 24, 2020

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):

Sharon Floyd

to the position of Personnel Payroll Assistant II (Pay Range 6HN), in this Department, effective Sunday, May 17, 2020. Ms. Floyd was appointed to the Department as an Office Assistant III on June 17, 2018, and is assigned to the Human Resources Division

Ms. Floyd has over twenty-five years of clerical experience, with six months working at the Milwaukee Municipal Court and almost two years with the Milwaukee Police Department at the Office Assistant III level. Ms. Floyd is being recommended for the Personnel Payroll Assistant II position based on her training and years of clerical experience. As a Personnel Payroll Assistant II, Ms. Floyd will be assigned to the Human Resources Payroll Section. Her duties will include the preparation and processing of employment verifications, processing overtime card audits and corrections. Prepare invoices for union activities on City time per contract articles. Work with the safety division relating to the signing of new crossing guards and updating the PeopleSoft System for various personnel changes in the Safety Division. She has course work from UW Milwaukee. She is skilled in our SharePoint and E-Time computer systems and she will use these skills daily in her new position.

The Personnel Payroll Assistant II position was posted internally for two weeks, February 14, 2020 through February 28, 2020, to provide a promotional opportunity to members within the Department. Six applications were received. It was determined that five applicants met the minimum requirements. The members were then invited to the selection process held on March 11, 2020. The applicants participated in a selection process that involved a structured oral interview process and practical exam. The interview panel consisted of a Payroll Manager from the City of Milwaukee Comptroller Office, and two Milwaukee Police Department members.

Ms. Floyd is being recommended for the Payroll Personnel Assistant II position based on the results of this process, her job related experience and her advance technical skills, all of which demonstrates she is the best qualified applicant for the position.

Ms. Floyd is considered a valued member of this Department and is highly regarded by her direct supervisor and the Human Resources Administrator. In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Floyd to the position of Personnel Payroll Assistant II.

Fire and Police Commission
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Respectfully Submitted,



ALFONSO MORALES
CHIEF OF POLICE

AM;jh
F&P: 7/2/2019 (Tolbert) (Extension Granted)
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director