



**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

January 16, 2019

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

RE: REQUEST TO PROMOTE WITHOUT EXAM – OFFICE ASSISTANT IV DEBORAH CENTENO  
TO ADMINISTRATIVE ASSISTANT III

Dear Commissioners:

I am nominating to promote without an exam Office Assistant IV Deborah Centeno to the position of Administrative Assistant III to fill an Administrative Assistant III vacancy in the Office of the Chief. Ms. Centeno applied for the position through a non-competitive Transfer/Promotional Opportunity.

As an Administrative Assistant III, Ms. Centeno will be assigned to the Office of the Chief. The Administrative Assistant III performs confidential and complex administrative duties for the Chief of Staff and members of the Executive Command Staff. Ms. Centeno has over seven years of clerical experience within the City Attorney's office and over nine years of clerical experience in the private sector. She assist City Attorneys in preparing briefs, opinions, motions, dockets, and notarize legal correspondence requested for court trials, pre-trials, jury trials, and motion hearings. In addition, she address all inquiries for payoffs of Municipal Court Judgments, compose detailed files and affidavits for Circuit Court Appeals and coordinate and update Attorney's Court Calendars and Outlook Calendars. She has course work from the Milwaukee Area Technical College and she is fluent in both English and Spanish. She has been selected for the Administrative Assistant III position based on her training and experience.

To alleviate any potential hardships that can result from this position being vacant for too long, I am requesting that this promotion to Administrative Assistant III be approved without an exam, pursuant to Fire and Police Commission Rule IV, Section 9 form (attached for reference).

Respectfully submitted,

ALFONSO MORALES  
CHIEF OF POLICE

AM:cwh  
F&P: 11/21/18 (Wroblewski)  
C: Payroll Supervisor Santiago



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Dear Commissioners:

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

DEBORAH CENTENO

to the position of ADMINISTRATIVE ASSISTANT III (Pay Range 5FN), effective MONDAY, JANUARY 28, 2019, to fill an existing vacancy. Ms. Centeno is an Office Assistant IV assigned to the City Attorney's Office. She applied for the position through a non-competitive Transfer/Promotional Opportunity. She is being recommended for the position based on the results of a selection process, which included an evaluation of training, experience and oral interviews. This promotion is contingent upon her successfully completing a background investigation, medical examination and drug screen.

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

Respectfully Submitted,

ALFONSO MORALES  
CHIEF OF POLICE

AM:cwh  
F&P: 11/21/18 (Wroblewski)  
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Chair  
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Date \_\_\_\_\_

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