September 27, 2022

Jeffrey B. Norman
Chief of Police

(414) 933-4444

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 IT Support Specialist - Senior:

Melonie S. Brown

to the position of Data Communications Specialist (Pay Range 2HX) in this Department to fill an existing vacancy. The effective date of this appointment will be effective Sunday, October 16, 2022.

Ms. Brown was appointed to the Department as an Office Assistant I on October 6, 1997. She was promoted to Office Assistant II on April 26, 1998. Ms. Brown was later promoted to the position of Computer Operator II on April 27, 2003, assigned to the Data Services Division. Ms. Brown resigned on March 23, 2007, and was later reappointed to the Department on January 2, 2008. On November 15, 2009, Ms. Brown was promoted to Helpdesk Specialist II, assigned to Information Technology Division. She was promoted to IT Support Specialist-Senior on February 7, 2010, and remained assigned to the Information Technology Division. Her training and experience qualifies her for this position. She has been recommended for promotion by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Brown to the position of Data Communications Specialist.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

NICOLE J. WALDNER
ASSISTANT CHIEF OF POLICE

JBN:NJW:sw
F&P: 09/14/2022
CC: Payroll Supervisor Santiago

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

_____   Date: _____

Executive Director

September 27, 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 – IT SUPPORT SPECIALIST-SENIOR
MELONIE BROWN TO DATA COMMUNICATIONS SPECIALIST

Dear Commissioners:

I am nominating for promotion without an exam IT Support Specialist Melonie S. Brown to the position of Data Communications Specialist to fill an existing vacancy in the Information Technology Division. The Data Communications Specialist is responsible for assisting in the design, delivery, and improvement of internal software applications and programs by consulting with users to identify current operating procedures and clarify program objectives. The Data Communications Specialist reviews, analyzes, and modifies programming systems including encoding, testing, and debugging to support Department systems. Other responsibilities include writing manuals for Information Technology Division personnel to describe program development, logic, coding, corrections, installation, and operating procedures.

Ms. Brown has over twenty-five (25) years of professional experience in data communications, IT support, and customer care. Ms. Brown demonstrates great comprehension in information technology matters of software programs, applications, coding, and operating procedures. Ms. Brown is competent and knowledgeable in Information Systems duties and exhibits professionalism with Command Staff, colleagues, and customers daily. She is being recommended for the Data Communications Specialist position based on her training and experience by her commanding officer.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion of Data Communications Specialist 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 PLOICE

JBN:NJW:sw