



February 14, 2019

**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

The Board of the  
Fire and Police Commission  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT III  
TE'NESE TOLBERT TO PERSONNEL PAYROLL ASSISTANT II

Dear Commissioners:

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

TE'NESE N. TOLBERT

to the position of Personnel Payroll Assistant II (Pay Range 6HN) in this Department, effective SUNDAY, March 10, 2019.

Ms. Tolbert was appointed to the Department as an Office Assistant III on December 31, 2017, assigned to the Human Resources Division.

Ms. Tolbert has over seven years of clerical experience with the City of Milwaukee and over one year experience within the Milwaukee Police Department at the Office Assistant III level. Ms. Tolbert 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. Tolbert 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, January 8, 2019 through January 22, 2019, to provide a promotional opportunity to members within the Department. Two applications were received. It was determined that both applicants met the minimum requirements. The members were then invited to the selection process held on February 8, 2019. The applicants participated in a selection process that involved a structured oral interview process and practical exam. The interview panel consisted of Payroll Managers from the City of Milwaukee Comptroller Office, Department of Public Works (DPW) and the Milwaukee Police Department. The job posting, oral interview questions and the practical exam are attached for your review (see attached).

Ms. Tolbert 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.

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Ms. Tolbert 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. Tolbert to the position of Personnel Payroll Assistant II.

Respectfully Submitted,



ALFONSO MORALES  
CHIEF OF POLICE

AM:cwh  
F&P: 9/19/18 (Mack)  
c: Payroll Supervisor Santiago  
Attachments

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Chair

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Date: \_\_\_\_\_

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