



February 27, 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
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT II
CHERYL M. WIETING TO OFFICE ASSISTANT III

Dear Commissioners:

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

CHERYL M. WIETING

to the position of OFFICE ASSISTANT III (Pay Range 6FN), in this Department, effective SUNDAY, MARCH 24, 2019.

Ms. Wieting was appointed to the Department as a Clerk Typist I on February 9, 1987, assigned to the Criminal Investigation Bureau (CIB). On December 20, 1987, she was promoted to the position of Clerk Typist II and continued her assignment in the CIB Division. On November 7, 1993 she was promoted to the position of Police District Office Assistant assigned to District Three. On March 11, 2018 she was assigned to the High Intensity Drug Trafficking Area (HIDTA).

Ms. Wieting has over 31 years of clerical experience within the Milwaukee Police Department. Her current duties include being the sole administrative support person responsible for handling all matters for 60 MPD and Federal Law Enforcement Members. She efficiently manages a variety of high risk and confidential functions requiring skills far outside of her current job description. In addition, she participates in confidential intelligence briefings and drafts correspondence on behalf of the commanding officer for executives within and outside of our agency. She co-manages the distribution of financial and administrative resources impacting sworn and civilian employees. The budgets, which exceed \$2 million dollars, require weekly, monthly and quarterly auditing in collaboration with a variety of governmental agencies at the state and federal level. She has coursework in biological sciences, mathematics and history from the University of Wisconsin-Milwaukee. She has also been performing some of the Office Assistant III duties.

The Office Assistant III position was posted internally for two weeks, February 5, 2019, through February 19, 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 25, 2019. Ms. Wieting participated in a selection process that involved a structured oral interview process. The interview panel consisted of a MPD Lieutenant and a MPD Sergeant both assigned to the HIDTA Division and the Executive Assistant to the Director of the HIDTA Division. The job posting and oral interview questions are attached for your review (see attached).

Ms. Wieting is being recommended for the Office Assistant III position based on the results of this process. She is considered a valued member of this Department and is highly regarded 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. Wieting to the position of Office Assistant III.

Respectfully Submitted,



ALFONSO MORALES
CHIEF OF POLICE

AM: cwh
F&P: 10/10/18 (Schuldt)
C: Payroll Supervisor Santiago
Attachments

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director