



March 13, 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, Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Management Trainee (Pay Range 2EX):

JAMIE A. HEBERER

to the position of Human Resources Analyst - Senior (Pay Range 2FX), effective Sunday, March 24, 2019, to fill an existing vacancy. Ms. Heberer is currently a Management Trainee with the Department of Employee Relations (DER). Her human resources duties with DER are to develop and execute recruitment plans, assist in developing test components in compliance with Civil Service procedures, prepare job announcement bulletins and interview questions for various positions and represent the City of Milwaukee at various career fairs and events. Her resume is attached for reference.

Ms. Heberer applied for the position through a Transfer/Promotional Opportunity. She competed against three (3) other applicants in a structured oral interview, and successfully performed two (2) practical exams. The interview panel members included Human Resources Officer Jason Pifer with the City Attorney's Office, Staff Assistant Sr James Cooney with the Police Department, Human Resources Administrator Arvis Williams with the Police Department, and Human Resources Specialist Pamela K. Roberts with the Police Department. She is being recommended for this position based on the results of this selection process. This promotion is contingent upon Ms. Heberer successfully completing a background investigation, medical examination and drug screening.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Jamie A. Heberer to the position of Human Resources Analyst – Senior.

Sincerely,

ALFONSO MORALES
CHIEF OF POLICE

AM:pk
F&P: 1/1/19 (New Position)
cc: Payroll Supervisor Santiago

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Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date: _____

Executive Director