



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

March 16, 2021

Jeffrey B. Norman
Acting 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 Office Assistant II (Pay Range 6EN):

ROBERTA J. ROBINSON

to the position of Office Assistant III (Pay Range 6FN) in this Department to fill an existing vacancy. The effective date of this appointment will be Sunday, April 4, 2021. Ms. Robinson participated in a selection process, which included an evaluation of training and experience, and oral interview. Ms. Robinson is being recommended based on the results of this process.

Her name appears on the Milwaukee Police Department Internal Transfer/Promotional list for Office Assistant III. In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to approval, Ms. Robinson to the position of Office Assistant III.

Sincerely,

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:cwh
cc: Payroll Supervisor Santiago
F&P: 11/17/20 (Irvine-Bachmann)

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

Executive Director

Date: _____