

## **Chapter 7 - Administrative Services Division**

- **2-07/000.00 - Administrative and Training Division**
- **2-07/010.00 - Functions and Responsibilities**
- **2-07/030.00 - Headquarters Operations**
- **2-07/060.00 - Facilities Planning Bureau**
- **2-07/060.50 - Facilities Services Bureau**
- **2-07/070.00 - Fiscal Administration**
- **2-07/070.05 - General Accounting**
- **2-07/070.25 - Grants and Grants Accounting**
- **2-07/070.30 - Contracts**
- **2-07/070.40 - Special Fund Accounting**
- **2-07/070.55 - Accounts Payable**
- **2-07/070.60 - Central Property and Evidence**
- **2-07/070.65 - Central Supply and Logistics**
- **2-07/080.00 - Personnel Administration Bureau**
- **2-07/080.10 - Business Operations**
- **2-07/080.15 - Pay and Leave Management**
- **2-07/080.20 - Pre-Employment Unit**
- **2-07/080.25 - Classifications Unit**
- **2-07/080.30 - Employee Service Center**
- **2-07/080.35 - Test Development Unit**

- **2-07/080.40 - Professional Staff Exams Unit**
- **2-07/080.43 - Sworn Examination Unit**
- **2-07/080.45 - Personnel Operations Unit**
- **2-07/080.50 - Personnel Records Unit/Vault**
- **2-07/080.55 - Recruitment Section**
- **2-07/080.60 - Special Projects Team**
- **2-07/080.65 - Staffing Unit**
- **2-07/080.70 - Sworn Background Section**
- **2-07/090.00 - Financial Programs Bureau**
- **2-07/090.10 - Budget Services**
- **2-07/090.40 - Item Control**
- **2-07/090.50 - Special Accounts**
- **2-07/100.00 - Training Bureau**
- **2-07/120.00 - Success Through Awareness and Resistance (STAR) Unit**
- **2-07/130.00 - Psychological Services Bureau**
- **2-07/140.00 - The Bureau of Labor Relations and Compliance**
- **2-07/140.10 - Employee Relations Unit**
- **2-07/140.20 - Coveted Testing Unit**
- **2-07/140.30 - Intake Specialist Unit**
- **2-07/140.40 - Ombudsperson Unit**
- **2-07/140.50 - Affirmative Action Unit**

- **2-07/140.60 - The American with Disabilities Act (ADA) Unit**
- **2-07/150.00 - Contract Law Enforcement Bureau**