

## 2-07/080.10 - Business Operations

This section has the following responsibilities:

- management of internal operations for Personnel Administration Bureau including budget, staffing, parking, training, and vehicles;
  - oversee, order, process, and distribute the services and supplies of the Bureau;
  - monitor all large encumbrances and purchase orders generated through contracts and ISD requisitions, i.e. DOJ Fingerprinting, Background Investigations, Psychological Services, Building Security, Civilian and Sworn Badges, and Internal Transaction Agreements;
  - operate the Sheriff's Headquarters mail room;
  - manage Employee Reports of Outside Employment;
  - coordinate, distribute and process Performance Evaluations;
  - coordinate and schedule interviews for vacant positions;
  - prepare and distribute the Bureau's weekly reports to ASD Headquarters;
  - keeper and distributor of the Department's medal and award pins;
  - coordinate Bureau special pick-ups and deliveries, i.e. Warrants, payroll warrants, etc.;
  - plan, and schedule DST, CA and SO academy classes;
  - liaison with the County Department of Human Resources in coordinating continuing educational programs; and
  - manage Employee Reports of Outside Employment.
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