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 pickâ€'ups and deliveries, i.e. Wâ€'2's, 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.