

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 pickups and deliveries, i.e. W'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.
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