

## **2-07/080.40 - Professional Staff Exams Unit**

This unit has the following responsibilities:

- conduct civil service examinations for professional staff positions;
  - prepare examination bulletins and coordinate approval;
  - coordinate examination activity with requesting Divisions;
  - conduct employment application review;
  - promulgate and certify eligible lists and report statistical information; and
  - conduct examination review and coordinate appeal process.
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