2-07/080.45 - Personnel Operations Unit

This Unit has the following responsibilities:

- process new hires, transfers, reinstatements, separated employees and the release of temporary employees;
- process employee changes of status, e.g., promotion, restoration, demotion;
- maintenance of employee location and work-site issues;
- calculate and process bonus pay issues, e.g., bilingual, patrol retention, POST pay, 7th step consideration;
- coordinate special programs including the 120â€‘Day Retiree Program, Continued Service After Age 60 Program, County-Wide Youth Employment Program (CYEP), Temporary Contract Employee Program, Veteran Intern Hiring Program, Community Based Enterprise Education Program (Câ€‘BEEP) and the Career Development Intern Hiring Program;
- coordinate the Management Appraisal Performance Plan (MAPP);
- coordinate, prepare and process, in conjunction with Department's Advocacy Unit, employee performance issues, e.g., discharge, demotion and Skelly rights;
- coordinate the Chief Administrative Office approval process for new hire, promotion, etc., transactions;
- coordinate and process Department of Motor Vehicles (DMV) Confidentiality requests;
- coordinate, process and maintain records for the Reserve Deputy program;
- coordinate all Department-wide EPETS (Employee Performance Evaluation and Tracking System) functions
- coordinate Department Workforce Reduction Program; and
- coordinate and interact with County's Third Party Administrator involving matters of unemployment insurance for separated employees.