

## **2-07/080.65 - Staffing Unit**

This section has the following responsibilities:

### Sworn Staffing Detail

- plan, schedule and monitor DST academy classes and all sworn new hires;
- process Sworn promotions;
- produce management biographies and demographic statistics for executives;
- maintain Patrol and Custody Assistants transfer seniority lists; and
- schedule and conduct all sworn deployment breakups.

### Certification Detail

- receive and maintain Certification Lists for the Department;
  - ensure eligible candidates on lists are referred to requesting Units;
  - ensure Department compliance with Civil Service Rule 11, certification and appointment;
  - maintain the Certification Desk Management System (CDMS);
  - respond to CDMS users regarding CDMS database problems;
  - respond to candidates on certification lists regarding their status on a list, or to update personal information; and
  - respond to notices received from the Certification Unit.
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