



Merit Matters

A Publication of the Personnel Board of Jefferson County

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Main: www.pbjcal.org
Jobs: www.jobsquest.org
www.meritmatters.org

August 2011

Expected Job Openings

- Community Resource Representative- Bessemer
 - Concession Supervisor
 - Fire Battalion Chief I
 - Housing Rehabilitation Specialist
 - Principal Housing Rehabilitation Specialist
 - Park and Recreational Superintendent- Tarrant
 - Principal Auditor
 - Principal Buyer
 - Principal Corrections Supervisor
 - Project Planner
 - Recreational Aquatic Supervisor
 - Senior Electronic Technician
 - Statistical Analyst
 - Stores Clerk
 - Water Pollution Control Aid
-
- ### Registers Released
- Senior Revenue Examiner
 - Records Analyst
 - Records Management Analyst
 - Construction Supervisor
 - Senior Community Resource Representative
 - Street Lighting Inspector
 - Sr. Land Acquisition Agent

RESOURCES OFFERED TO COUNTY EMPLOYEES



Pete Blank,
PBJC Training
Advisor

The Jefferson Credit Union sponsored a job and resource fair for Jefferson County employees placed on administrative leave at the Center Point Courthouse on July 26, 2011. The Personnel Board along with other potential employers and several organizations were on hand to speak with employees. They offered support ranging from financial support services to child care assistance.

The Personnel Board's Training and Career Development Department offered on-site classes on interviewing, resume writing, networking, and professionalism. And Personnel Board Recruiters were available to offer job searching advice as well as to discuss career possibilities with other jurisdictions. Some of the job hunting tips offered include:

- Go directly to web sites of companies that interest you. Most companies do not need to advertise and therefore post openings on their own web sites.
- Pay close attention to the business section of the newspaper, business journals, and any other business-related news sources. When you see where an industry or company is doing well, they are more than likely hiring.
- Volunteer in professional and charity organizations. It will provide you the opportunity to showcase your skills and abilities. Someone in the group might be hiring or know someone who is hiring.



BACK TO SCHOOL BACKPACK DRIVE

With only a few weeks remaining of summer vacation and children preparing to return to school soon school supplies have begun appearing in stores. In conjunction with your school supply purchases be sure to pick up an extra backpack (must be clear or mesh) and supplies for the Hands on Birmingham Back-To-School Backpack Drive.



Many area stores have kiosks located at the front of the store or near the backpacks. Just grab a supply list at the kiosk for whatever grade you choose and fill the backpack accordingly. If you can't locate a supply list please consider filling the backpack with loose leaf paper, notebooks, binders, folders, pens, pencils, highlighters, markers, crayons, construction paper and erasers.

Backpacks should be dropped off to the Hands on Birmingham office located at 3600 8th Ave South by August 5th. If you would like to schedule a pick up please email melissa@handsonbirmingham.org for scheduling information.

Last year Hands on Birmingham was able to assist over 600 children in the Birmingham area.

CLASSIFICATION SURVEY SET TO BEGIN

The Classification Survey is scheduled to begin the first week in September. This year's survey includes employees in the Public Works, Probation and Parole, Human Resources, Mechanical and Auto Maintenance job classes. A complete listing of survey jobs can be found on our website, www.pjcal.org > Classification and Compensation Department > Survey Jobs by Year.

If you are a participant in the Survey, stay tuned for more details from your Appointing Authority and department heads. We encourage you to refer to our websites often for survey updates and information, www.pbjcal.org and www.meritmatters.org. If you have any questions, please contact the Classification & Compensation Department at 279-3530.

The Personnel Board will be closed Monday September 5 for the Labor Day holiday.