



Merit Matters

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www.meritmatters.org

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5 STEPS TO ENHANCE YOUR MERIT SYSTEM CAREER



Your career in the Merit System is more than the specific job duties you perform on a daily basis. Your career is also shaped by the people you meet and the opportunities you choose to seize. Here are five simple ways to choose to take advantage of what the Merit System has to offer.

Keep Your Information Current

If you have moved, changed your phone number, or your email address, let us know! We use the information on your application to send you important information. You may update your contact information on your application at any time through the JobsQuest.org website by clicking LOGIN.

Job Alerts

Do not miss an opportunity to apply for positions that you want. Stay informed of openings by registering for Job Alert at JobsQuest.org. Tell us the types of positions that interest you and we will notify you by email when those positions are open for application.

Complete Your Application

When applying for a job, the more information you provide on your application the better. When our analysts review your application, they use the information you provide in the work history section of your application to determine your qualifications. They cannot assume or infer job experience or qualifications from job titles alone. And remember, your application is also what hiring authorities use to review your qualifications and experience.

Attend Training

The Personnel Board offers training that covers a wide range of subjects from basic computer skills to executive leadership. The classes are FREE and are available to all Merit System employees. Visit CareerZone at www.pbjcal.org/cz to register online, anytime.

Keep up with the Merit System

Our main web site, pbjcal.org, is full of helpful information and is continually updated. Our newsletter, Merit Matters, is produced every month with tips and information about recent PBJC and Merit System activities. And www.mymertimeters.org is an interactive web site designed especially for employees. The site contains a newsroom, a discussion forum, a classifieds section where you can buy and sell goods and services, and an events calendar. You can even learn where vacancies are anywhere in the system. And you can post a transfer resume that any jurisdiction can view when they have a vacancy.

JOB ANALYSIS QUESTIONNAIRES COMPLETE

Thank you to everyone who participated in this year's survey. Final recommendations are planned to be presented at the July 13 Board Meeting. As this survey closes, another one begins. Remember, the survey process now includes a joint effort between the Classification & Compensation Department and the Performance Measurement Department. This combined effort proved to be successful in that participation was higher than it has been in the past couple of years and the collection of data was more efficient.

The 2010-2011 Survey will begin September 1. For a complete list of positions that will be included, refer to our website, www.pbjcal.org or contact the Classification & Compensation Department at 279-3530. We depend on your participation and look forward to another successful survey year!

THE GREEN WAY...

The PBJC Green Team will be hosting a Lunch and Learn Friday, July 23 from 11:30-1 on the 10th floor of the 2121 Building. The discussion will focus on specific organic foods that are responsibly produced and harvested, and are proven to have the most targeted benefits. It is an inside and outside focus for greener health (eating, supplementing, and balance of life/de-stressing). Contact Tonya Dawson at 279-3574 for more details.

Expected Job Openings

Aircraft Museum Restoration Technician
Parole and Probation Aide
Grants Management Coordinator
Senior Planner
Public Safety Dispatcher I & II
Corrections Officer
Probation Officer

Registers Released

Electrician
Electronics Technician
Utility Meter Reader
Appraisal Assistant
Museum Coordinator
Test Administration & Assessment Coordinator
Public Safety Dispatcher III
Information Security Officer/SAP
Law Librarian
Patient Care Technician
Senior Waste Water Treatment Plant Worker
Chief Accountant
Event Manager
Geographic Information System Specialist
Power Distribution Worker
Fire Prevention Inspector I

If you have any questions for Merit Matters please email them to meritmatters@pbjcal.org