



Merit Matters

A Publication of the Personnel Board of Jefferson County

IVR: 279-3400
Help Desk: 279-3444
Main Number: 279-3500
Fax Number: 279-3407

Main: www.pbjcal.org
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2011 SPRING GRADUATION



Keynote speaker
UAB Head Basketball
Coach Mike Davis

The Training and Career Development Department of the Personnel Board of Jefferson County announces that 69 individual Merit System employees have successfully completed certificate programs: 27 completed the Supervisory Certificate, two completed the Basic Computer Skills Certificate, and 40 completed the LEDGE (LEadership Development for Government Executives) program.

The graduation celebration was held Friday, April 29 at 9:00 am at the Birmingham Botanical Gardens. UAB Head Basketball Coach Mike Davis was the keynote speaker.

The PBJC Supervisory Certificate Program provides a foundation of supervisory knowledge and skills applicable to a broad range of positions. Supervisors and supervisory candidates from all job classes share knowledge and experience, and gain exposure to new perspectives, attitudes and ideas.

The PBJC Basic Computer Skills Program provides a foundation of computer skills for all employees. Basic Microsoft programs such as Word, Excel, PowerPoint, and Access are required, while the elective components allow participants to customize a program that works best for them. Participants must also complete a data entry test that validates their new skills.

The LEDGE program is designed for high-level Merit System employees. Through the use of leadership profiles, group discussions, and networking activities, this program provides an interactive and challenging learning environment enabling participants to focus on personal leadership styles, personality traits, and the needs of their employees.

Training and developing Merit System employees is a key driver for the Personnel Board of Jefferson County. "The Supervisory Certificate Program, Basic Computer Skills Certificate Program, and LEDGE program are great tools that enable our supervisors and future supervisors from across the Merit System to enhance their leadership and computer skills" says Lorren Oliver, Director of the Personnel Board of Jefferson County. "We are very proud of the time and effort that this class has applied towards their goals, and we are hopeful that their accomplishments will have a positive effect on their jurisdictions."

For more information about these programs or the Personnel Board of Jefferson County, visit our website at www.pbjcal.org



COPING WITH SUMMER HEAT

The intense heat of summer CAN make you sick. If you aren't ready for it, you can develop heat exhaustion or even heat stroke. You need to take precautions in order to work and play safely in the high heat of summer. Here are a few tips to help you keep your cool.

GET USED TO IT FIRST. Acclimatize yourself by spending short amounts of time in the heat- about 30-60 minutes at a time- for two to three weeks to get used to the heat before you start spending large amounts of time outside.

TIME IT RIGHT. Early morning or late evening is the best time to be outside. Avoid the high mid-day heat.

SWEAT SMART. Evaporation of sweat is what cools your body so wear less clothing on humid days to help the sweat evaporate. Also look for "moisture wicking" clothing to pull the sweat off of your body to help cool you faster.

WATER YOURSELF. Drink at least eight ounces of water for every thirty minutes you are outside.

BLOCK IT OUT. Not only does sunblock prevent sunburn, it also blocks the UV rays that heat you up from the inside out. Use a broad-spectrum sunblock with at least SPF 15 and re-apply it every two hours to ensure thorough coverage.

June 2011

Expected Job Openings

- ADA Compliance Administrator- Open
- City Clerk I, II & III
- Community Resource Representative- Bessemer
- Concessions Supervisor
- Occupational Health & Safety Administrator
- Pension Coordinator
- Public Works Supervisor
- Recreation Center Director
- Senior Communications Technician

Registers Released

- Morgue Technologist
- Parking Enforcement Officer
- District Attorney's Investigator
- Bailiff/Court Security
- Corrections Officer
- Senior Building Custodian

Keeping in Touch with the PBJC

It is now easier than ever to keep up with happenings at the PBJC. Our website now features a central location where you can register your email address so you can be notified when Board Meeting minutes, Board Meeting agendas, Board Meeting dates, and Merit Matters newsletters are posted and available on our site.

Go to our main website www.pbjcal.org and select Public Notices at the top of the home page. You will have the option to receive an email informing you of any or all notices.

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