



# Merit Matters

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

Main: [www.pbjcal.org](http://www.pbjcal.org)  
Jobs: [www.jobsquest.org](http://www.jobsquest.org)  
[www.meritmatters.org](http://www.meritmatters.org)

May 2010

## DATA ENTRY REPLACES TYPING TEST?

As many administrative/clerical job applicants are aware, the Personnel Board is now using a data entry test instead of a typing test to measure a candidate's skill in entering/typing information into a computer.

The data entry test is being used for several reasons. Due to advancing technology, there is less need for formal typing skill as was once the case. Copying handwritten documents by quickly typing them into the computer is no longer necessary. Instead, it is important for personnel to quickly and accurately enter essential information (e.g., names, addresses, phone numbers, etc.) into databases for recordkeeping purposes.

Typing tests typically measure typing speed and accuracy in words per minute. While words per minute scoring is acceptable for letters or essays, it is not acceptable when scoring numeric data such as phone numbers or addresses. Key strokes per hour is a more acceptable form of measurement when using numeric or alphanumeric data.

The PBJC now uses a test that requires candidates to enter information into forms on the computer (e.g., names, addresses, phone numbers, etc.) and is measured in the appropriate form of measurement (i.e., key strokes per hour).



## JOB ANALYSIS: YOUR CONNECTION TO JOB CREATION

Occasionally, members of the PBJC's Performance Management Division will ask for the involvement of Merit System employees to assist with a job analysis.

### Why do we need a job analysis?

We use the job analysis to obtain information about the duties that are critical to success in a given job class as well as the knowledge, skills, and abilities (KSAs) that are required to perform those tasks.

Participation of incumbents and supervisors (referred to as subject matter experts or "SMEs") throughout the job analysis process is critical to obtaining high quality and accurate information about a given job class. During a job analysis SMEs from all jurisdictions and departments that utilize a given job class are asked to participate. As a SME you may be asked to participate in some or all of the following activities:

- Site observations/interviews
- Duty and KSAs generation and review meetings
- Online job analysis questionnaire

In the end, the job analysis gives us the information we need to find the best person to fill a job role.



### Why Participate?

Participation in the job analysis process is extremely important. The quality of the job analysis relies on the participation and effort of the employees and their supervisors. Cooperation of SMEs in the job analysis process helps ensure that effective employment tests can be developed and that the PBJC can establish eligible registers in an efficient and timely manner.

If you are asked to participate in any part of the job analysis process please feel free to contact the Performance Measurement Division at 279-3555 if you have any questions. Your participation and input in the process is very important and greatly appreciated!

### THE GREEN WAY...

Eat local, eat fresh. A great way to stay health and be green. Visit <http://www.cuesa.org> for a list of vegetables that are fresh right now!

## Expected Job Openings

- Recreation Play Leader
- Power Distribution Worker
- Clinical Nursing Director
- Economic Development Manager

## Registers Released

- Coordinator of Senior Citizens Services
- Chief of Building Maintenance
- Stores Procurement Officer
- Environmental Health Program Manager
- Medical Education/Training Coordinator
- Sanitation and Ordinance Inspector
- Plumbing, Gas, and Mechanical Inspector
- Building Inspections Officer
- Building Inspections Superintendent II
- Principal Accountant
- Fire Prevention Inspector II
- Paralegal
- Waste Water Treatment Plant Manager
- Chief of Security
- HVAC/Refrigeration Technician

## News Update

The PBJC will be closed Monday, May 31 for Memorial Day.

*"The legacy of heroes is the memory of a great name and the inheritance of a great example."*

Benjamin Disraeli

If you have any questions for Merit Matters please email them to [meritmatters@pbjcal.org](mailto:meritmatters@pbjcal.org)