



# Merit Matters

We will be closed Friday,  
July 4 for Independence Day

July 2008

Publication of the Personnel Board of Jefferson County

Online at [www.pbjcal.org/meritmatters.aspx](http://www.pbjcal.org/meritmatters.aspx)

## 2008-2009 Annual Classification Survey to begin July 1st

This year's Survey includes classifications in Nursing Services, Rehabilitation, Laboratory, Dental Services, Environmental Health, Public Health, Hospital Administration, Nutrition Services, Pharmaceutical, Wastewater Treatment, Skilled Trades, Building Maintenance, Street & Sanitation and Housekeeping. For a complete listing of which jobs are included, please refer to the Board's website, [www.pjcal.org](http://www.pjcal.org) > Classification Survey > 2008-2009 > Current Survey Jobs.

If you are a participant in the Survey, your Appointing Authority and Department Head have received pertinent information they will share with you. As in prior years, information will be completed and submitted using the online Position Description Questionnaire (PDQ) that can be accessed at [www.pbjcal.org](http://www.pbjcal.org) > Classification Survey. Items you may want to check out first include: Survey Timeline, PDQ Quick Glance Instructions, FAQs and Training Dates.

The purpose of the Survey is to validate job classifications and identify employees who are performing duties that are significantly different from those outlined in their classification specifications. The Survey is not intended to address pay issues, grade levels, organizational restructuring or planned reclassifications and promotions, as those items should be handled outside the Survey process in the normal course of business.

### Important dates to remember:

July 1 - July 31, 2008	PDQs completed by participants on-line at <a href="http://www.pbjcal.org">www.pbjcal.org</a>
June 27 – July 15, 2008	Training offered at 2121 Building, 1 <sup>st</sup> Floor
Aug 1 – Aug 31, 2008	PDQs reviewed by supervisors, department heads and appointing authorities on-line
Sept – October 31, 2008	PDQs reviewed by PBJC and audits scheduled for selected positions
Nov – January 31, 2009	Audits conducted by PBJC
March 16, 2009	Recommendations to Survey participants via Interactive Voice Response system (IVR), 279-3400
March 16 – April 17, 2009	Appeals submitted on-line
May 11, 2009	Post-Appeal notification to Survey participants <i>via</i> IVR, 279-3400

We encourage you to refer to the Board's website often and if you have any questions, please contact the Classification & Compensation Department at 279-3530.

## Job Openings: Coming Soon

AUDIO VISUAL TECHNICIAN

HERBICIDE APPLICATOR

AIR POLLUTION CONTROL ENGINEER

INFORMATION SECURITY OFFICER

CHIEF ADMINISTRATIVE ANALYST

INFORMATION SPECIALIST SR. CITIZENS

DENTAL HYGIENIST

MUNICIPAL RECORDS SUPERVISOR

FIRE BATTALION CHIEF I

NURSING EDUCATION/TRAINING COORDINATOR

FOOD SERVICES ASSISTANT

REVENUE INTEGRITY COORDINATOR

GEOGRAPHIC INFORMATION SYSTEMS DATABASE ADMINISTRATOR

SR. SOCIAL WORKER

Visit [meritmatters.org](http://meritmatters.org) for the latest updates on Merit System news!