



# Merit Matters

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

## Job Openings: Coming Soon

Chief of Traffic Operations  
 Equipment Service Worker  
 Event Set-Up Assistant  
 Event Set-Up Supervisor  
 Graphic Information Systems Technician I  
 Green House Worker  
 Health Services Project Administrator  
 Police Captain  
 Police Lieutenant  
 Police Sergeant  
 Principal Administrative Analyst  
 Public Safety Director  
 Quality Improvement Coordinator  
 Sewer Line Video Specialist

## Registers Released

Water Utility Service Worker  
 Payroll Specialist  
 Water Utility Service Helper

## Proposed Changes to the Rules and Regulations

**From June 12<sup>th</sup> through July 3<sup>rd</sup>**, the Personnel Board invited comments from appointing authorities, Merit System employees, and the general public regarding several proposed changes to the Rules and Regulations. The Rules and Regulations had last been revised on January 14, 2009. Although the formal comment period is over, the proposed changes can be viewed on the Board's website at [www.pbjcal.org](http://www.pbjcal.org). They are posted under Public Notices. A Public Hearing on the proposed changes will take place at noon on July 14<sup>th</sup> in the 2<sup>nd</sup> Floor Hearing Room at the PBJC.

The proposed changes affect three existing Rules and would add an additional Rule. Briefly, one proposed change would allow the 3-Member Board to conduct regular monthly meetings with two members present. This would assure that the Board can address time-sensitive matters, such as contracts and settlement agreements, in the event of an unavoidable absence. The presence of all three members would be required to conduct certain other business.

A change to the reduction in force Rule would require the suspension of all contracts involving non-essential services before a jurisdiction could separate regular employees.

A new Rule would allow for furloughs as an alternative to reductions in force. A furlough is a mechanism to address an immediate and temporary need to reduce budgetary expenditures in a jurisdiction through the use of mandatory, unpaid, short-term absences over a defined period of time. Implementing a furlough would require a clear demonstration of need by a jurisdiction. Seniority would determine in what order employees are subject to the furlough.

The proposal that generated the most comments is to change the current salary schedule structure from 10 steps with 5% differential between steps to 19 steps with 2.5% between steps. Jurisdictions could opt to give one or two step increases in a fiscal year in addition to any cost of living increase. This would give jurisdictions more flexibility to make data and market-driven decisions regarding the distribution of pay. This flexibility is increasingly important as revenues decline and jurisdictions look for ways of managing tightening budgets, other than cutting services or reducing staff.

## PBJC to Combine Two Job Surveys

**Beginning with this year's survey**, Class and Comp is working with Performance Measurement to administer the review of classifications using the on-line Job Analysis Questionnaire (JAQ) rather than the on-line Position Description Questionnaire (PDQ). The purpose of this change is to increase operational efficiency by combining the annual survey process with the procedure of creating minimum qualifications. This revised process should be less time consuming and confusing for employees since they should only be asked by one source for information and should allow us to improve the quality of information used to establish minimum qualifications.



In order to prepare for this change, the survey will begin on September 1, 2009 rather than July 1, 2009; however, the process should still conclude with a Public Hearing in June as it has in past years. More Information will be available soon on our website, [www.pbjcal.org](http://www.pbjcal.org).

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

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