

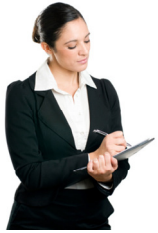
Merit Matters

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

Main: www.pbjcal.org
Jobs: www.jobsquest.org
www.meritmatters.org

2009-2010 CLASSIFICATION SURVEY UPDATE

Over 1,000 Job Analysis Questionnaires (JAQ)'s have been completed by Merit System employees since July 2009! Thank you! Your participation in this very important process not only ensures you are in the correct class but it also helps to improve the quality of applicants on registers for Merit System jobs. The JAQ captures important duties for your job class and ensures that they are included in the applicant screening and testing process, thereby helping to identify more highly qualified individuals to be placed on the registers.



This Survey is now coming to a close. Initial recommendations will be available to survey participants via the Merit Matters web site (www.meritmatters.org) and the Interactive Voice Response system (IVR) 279-3400 beginning March 15, 2010. This year members of the Classification and Compensation Department personally met with approximately 250 of the survey participants to perform desk audits to gather additional information.

If you have any questions, please refer to pbjcal.org or contact the Classification & Compensation Department at 279-3530. Once again, thank you for your participation in this valuable process.

Important Dates:

- March 15 Recommendations to Survey participants via Merit Matters website (www.meritmatters.org) and the Interactive Voice Response system (IVR), 279-3400
- March 15 Appeals submitted on-line. **Deadline April 16**
- May 10 Post-Appeal notification to Survey participants

CHANGES TO LAWSON HR SYSTEM

On March 24 the Lawson LSF-9 conversion will "go live" and users will have access to a faster and more navigable system.

Lawson is an important part of the connection between jurisdictions and the PBJC. It allows for the seamless transfer of data and personnel actions. This helps ensure proper seniority accounting, pay grades, job status and more.

Payroll Coordinator training will take place March 10, 17, and 22. Lawson will be unavailable from March 15-23.

ON THE OTHER SIDE



Leadership. It comes in all shapes and sizes. Sometimes it is new, and sometimes it has been around longer than you have. Leadership in all it's iterations has one purpose. Lead the ship.

Leaders are in place to set the direction and pace. They ensure that all on board are working for the same goals and destination. Many times we focus on making the employee better, changing the employees attitude and solving the conflicts of employees.

As a leader in the Jefferson County Merit System sometimes you need to look at your ship as a whole and make sure your crew is looking in the same direction. If you make time for them it is funny how well the ship steers itself.

The alternative is watching your ship sail into the sunset without the captain onboard.

For leadership training opportunities visit www.pbjcal.org/CZ

THE GREEN WAY...

It's time to start spring cleaning. This year ditch the cleaners under your sink and go green (and cheaper). Baking soda and vinegar are great for more than just cooking. Combined they make a great cleaner. They clean and freshen carpets, sinks and even windows. Go to thedailygreen.com for more green spring cleaning tips.

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

March 2010

Expected Job Openings

- Fire Prevention Inspector I
- SAP Applications Specialist – Financial/Accounting
- SAP Applications Specialist – Purchasing/Materials Management
- SAP Information Security Manager
- Economic Development Manager
- Fleet Maintenance Superintendent
- Building Inspection Manager
- Engineering Aide
- Skilled Laborer
- Waster Water Treatment Plant Manager
- Athletic Program Manager
- Maintenance Repair Worker

Registers Released

- Court Property Appraiser
- Waste Water Treatment Plant Shift Supervisor
- Sewer Service Supervisor
- Housekeeping Assistant
- Director, Senior Citizen Center - Homewood
- Senior Engineering Inspector
- Network Systems Administrator II