



# Merit Matters

September 2009

Publication of the Personnel Board of Jefferson County

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

## Job Openings: Coming Soon

### FIREFIGHTER

Public Works  
Contract  
Administrator

Recreation  
Superintendent

Traffic Maintenance  
Supervisor

## Registers Released

User Support  
Specialist

Environmental Health  
Specialist

Parks and Recreation  
Superintendent

Public Safety Director

Senior Accountant

## News Update

The PBJC will be **closed** Monday, September 7 for the **Labor Day** holiday.

The application period for **Firefighter** will begin in **September**. Visit [jobsquest.org](http://jobsquest.org) and register for job alerts to have a notification sent to you when the job is opened.

## Compensation Survey Changes Arrive

The Personnel Board is excited to begin the Annual Classification Survey process this year with several improvements. The Survey is scheduled to begin the first week in September. Some of the major changes include:

- Job Analysis Questionnaire – The Job Analysis Questionnaire (JAQ) will replace the Position Description Questionnaire (PDQ) used in previous surveys. This tool should be easier and less time consuming for employees to complete.
- My Merit Matters – This website, designed exclusively for Merit System employees will be used to access the online JAQ. Sign on to MyMeritMatters at [www.meritmatters.org](http://www.meritmatters.org). While on the site, check out all the other features available to you as a Merit System employee.

This year's Survey includes over 1,300 employees in the clerical, court, recreation and park maintenance and law enforcement support job classes. For a complete listing of which jobs are included, please refer to the Board's website, [www.pbjcal.org](http://www.pbjcal.org) and select the Classification Survey tab on the left side of the screen.

Stay tuned for more details as the Survey progresses. Refer to our websites, [www.pbjcal.org](http://www.pbjcal.org) and [www.meritmatters.org](http://www.meritmatters.org) for updates. If you have any questions, please contact the Classification & Compensation Department at 279-3530.

## Recycling Efforts are Taking Hold

Congratulations! With your help the PBJC has collected a total of 2,160 lbs of recyclable items since April 2009.



The utilization of the bins has been overwhelming. Not only are the bins being used for the normal recyclable items used during the day, but some employees are even bringing plastics, cans and paper from home. Keep up the good work and remember to clean your recyclable containers. One dirty container can contaminate the entire bale of recyclables which contains thousands of pounds of recyclable items that will have to go to a landfill. You don't need to use soap, just make sure that no food waste remains in the containers.

If you would like information about starting a recycling effort in your department or jurisdiction please call the Green Team Leader, Tonya Dawson at 279-3574.

### Green Notes...

Water-heating can account for 14–25 percent of the energy consumed in your home. Turn down your water heater's temperature to the warm setting (120°F). You'll not only save energy, you'll avoid scalding your hands.

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)