



2011-2012 Classification Survey Timeline

DATE	ACTIVITY
September 6 - September 9	<u>Information Sent to Jurisdictions</u> Instructions, Survey Positions and Participant Lists to Appointing Authorities and Department Heads
September 12-September 23	<u>Training offered at PBJC</u> Refer to training schedule for dates and times offered
September 12 – October 31	<u>JAQ Available for Completion</u> JAQs completed by participants and reviewed by jurisdiction
November 1- December 16	<u>JAQ Closed</u> JAQs reviewed by PBJC and audits scheduled
December 19 – February 10	<u>On-Site Audits</u> Audits for selected positions, not all positions are audited
February 13 – February 29	<u>Follow-up Meetings</u> Meetings conducted with Department Heads and Appointing Authorities
March 12, 2012	<u>Recommendations Available</u> Survey participants notified of recommendations via IVR* and Merit Matters website
March 12 – March 30	<u>On-line Appeals</u>
May 31	<u>Post Appeal Determinations</u> Survey participants notified of determinations via IVR* and Merit Matters website
July 31	<u>Final Recommendations</u> Final allocation lists and implementation instructions sent to Appointing Authorities

*Interactive Voice Response (IVR) 279-3400, Option 6.