



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

Frequently Asked Questions Classification Survey

What is the Classification Survey? The *Enabling Act* of the State of Alabama mandates that all positions in the Merit System be reviewed at least once every five years. The purpose of the survey is to validate classes and identify employees who are performing duties that are significantly different from their class.

When does the Classification Survey Begin? The Survey begins the second week in September.

Which classes will be reviewed each year? Classes are reviewed by job category. For example, all classes within the Accounting and Fiscal Control job category may be reviewed during a given Survey year. You may refer to the website, www.pbjcal.org>Departments>Classification and Compensation, for a schedule of jobs to be reviewed each year.

How will I be informed when my position is to be reviewed? Your department head will be notified and he or she will notify you. There will also be periodic articles in the Merit Matters Newsletter and all information is available on our website, www.pbjcal.org > Classification and Compensation.

How will you collect information about my position? You will be asked to complete an online Job Analysis Questionnaire (JAQ), through the [Merit Matters](http://www.meritmatters.org) website, www.meritmatters.org. The JAQ will contain the job analysis information that the PBJC has on file for your position. You will be asked about your job duties and the percent of time spent on each as well as questions about the tasks, knowledge, skills and abilities of the job. You will have an opportunity to add any duties you feel are appropriate. Once you have completed your JAQ, your supervisor and department head will have the opportunity to review and comment on your JAQ.

How do I complete the Survey? Go to the [Merit Matters](http://www.meritmatters.org) website, www.meritmatters.org and enter your Employee I.D. and password.

What if I do not know my sign on information? If you do not know your employee I.D., follow the prompts on the website, www.meritmatters.org or you may call 279-3400, option 4.

What if my title is incorrect? You will note this on the merit matters website and within 2 days, you should be able to sign back in to see the correct information.



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www.pbjcal.org

Bessemer Birmingham Centerpoint Emergency Management Fairfield Fulntondale Gardendale Graysville Homewood Hueytown Irondale
Jefferson County Jefferson County Health Department Leeds Midfield Mountain Brook Pleasant Grove Tarrant City Trussville
Vestavia Hills Warrior

Can I see the comments my supervisor makes about my JAQ? Yes. Once the supervisor has made comments and submitted for approval, you may view the comments at www.meritmatters.org.

What if I am not familiar with computers or do not have access to a computer? There are computers at the Personnel Board that you can use. If you are not comfortable using computers, you can refer to the instructions provided, attend one of the training sessions or someone from the Board will be happy to assist you.

Will my position be audited? Not all positions will be audited. The JAQ's will be reviewed and, based on the responses; some will be selected for audit.

How will I be notified as to whether there is a recommended change to my classification? All notifications will be through the Board's Interactive Voice Response (IVR) System and the [Merit Matters](http://www.meritmatters.org) website, www.meritmatters.org. To access the IVR system, call 279-3400, option 6. You will be prompted to enter your employee number and date of birth. The message will tell you whether your position has been recommended for reclassification.

What happens if my position is reclassified? Refer to Section 7.7 of the [Rules and Regulations](#), revised May of 2011. These can be viewed at the PBJC website, www.pbjcal.org > Rules and Regulations.

What if I do not agree with the recommendations concerning my position? If you do not agree with the recommendation, you will have an opportunity to appeal using the online Appeal Form that will be available to you on the [Merit Matters](http://www.meritmatters.org) website, www.meritmatters.org. This information will be reviewed and a final determination made by the Board.

Can I appeal the grade or pay assigned to my job? No. Only your class is subject to appeal.

What if I do not complete a JAQ? If you do not complete a Job Analysis Questionnaire, it will be assumed that you feel you are properly classified. You will have no right of appeal. However, whether you complete a JAQ or not, your jurisdiction has the right to request that your position be reviewed.