



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

2014-2015 Classification Survey Timeline

DATE	ACTIVITY
September 8	<u>Information Sent to Jurisdictions</u> Instructions, Survey Positions and Participant Lists to Appointing Authorities and Department Heads
September 10 - October 24	<u>JAQ Available for Completion</u> JAQs completed by participants and reviewed by jurisdiction
September 17 - September 24	<u>Training offered at PBJC</u> Refer to the training schedule on our website; www.pbjcal.org , for dates and times offered
November 6- December 12	<u>PBJC JAQ Review</u> JAQs reviewed by PBJC and audits scheduled
December 15 - January 30	<u>On-Site Audits</u> Audits for selected positions, not all positions are audited
February 25	<u>Initial Recommendations Available</u> Survey participants notified of recommendations via IVR* and Merit Matters website
February 25 - March 11	<u>On-line Appeals</u>
April 13	<u>Post Appeal Determinations</u> Survey participants notified of determinations via IVR* and Merit Matters website
June 9	<u>Final Recommendations</u> Final allocation lists and implementation instructions sent to Appointing Authorities

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