



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

## 2015-2016 Classification Survey Implementation Instructions

### RELEVANT DATES

Survey Adoption Date:	June 14, 2016
Adoption Resolutions from Jurisdictions Due:	No later than September 30, 2016
Implementation Effective Date:	No later than the 1 <sup>st</sup> payroll begin date on or after October 1, 2016

### IMPORTANT NOTE TO PAYROLL COORDINATORS

It is important that all personnel actions on any incumbent being affected by the Survey in your jurisdiction are in the Lawson System prior to the survey implementation date.

### PROCEDURES

Each appointing authority must submit a resolution adopting or modifying the Survey recommendations as outlined in the reallocation reports no later than September 30, 2015. Included in the Survey Adoption Resolution must be an implementation date not later than the first payroll begin date on or after October 1, 2016. If a jurisdiction wishes to grant salary increases in instances where grade increases are recommended, this should also be stated in the resolution. Procedures and information needed for survey implementation are as follows.

#### Change in Class (See 7.7, Rules and Regulations)

- A. **If the incumbent is on an existing register:** Submit a Request for Certification- Select 'Regular' for the Appointment Type, 'Survey Reclass' for the Reason for Hire and in the Department Comments box enter the Survey implementation date. A list of eligibles will be sent to you. Select the name of the individual to be appointed and return to the PBJC to enter the information into Lawson. If the action results in a promotion or demotion, the incumbent's salary will be affected consistent with Sections 8.2(d) and 8.2(e) of the Rules and Regulations.
- B. **If there is no register or if the incumbent's name is not on an existing register:** The incumbent may be placed into the position by means of a temporary appointment. To be hired into the position the incumbent must submit an application for the job during the next announcement period, test for the position the next time an examination is administered and meet the minimum qualifications. Submit a Request for Certification to fill the temporary position. Select 'Temporary' for the Appointment Type, 'Survey Reclass' for the Reason for Hire and enter the name and employee number of the affected individual into the Department Comments. PBJC will key the temporary appointment into the Lawson System. If the action results in a promotion or demotion, the incumbent's salary will be affected consistent with Sections 8.2(d) and 8.2(e) of the Rules and Regulations.

Do not hesitate to contact the Classification and Compensation Department at 279-3530.



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