



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

## 2015-2016 Classification Survey Timeline

DATE	ACTIVITY
September 4	<u>Information Sent to Jurisdictions</u> Instructions, Survey Positions and Participant Lists to Appointing Authorities and Department Heads.
September 8 – November 6 October 1 – November 6 (some Fire Service jobs)	<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; <a href="http://www.pbjcal.org">www.pbjcal.org</a> , for dates and times offered
November 9 - December 11	<u>PBJC JAQ Review</u> JAQs reviewed by PBJC and audits scheduled
December 11 - January 15	<u>On-Site Audits</u> Audits for selected positions, not all positions are audited
February 24	<u>Initial Recommendations Available</u> Survey participants notified of recommendations via Merit Matters website
February 24 - March 11	<u>On-line Appeals</u>
April 15	<u>Post Appeal Determinations</u> Survey participants notified of determinations via Merit Matters website
June 10	<u>Final Recommendations</u> Final allocation lists and implementation instructions sent to Appointing Authorities