



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## About the Annual Survey

The Enabling Act of the State of Alabama requires that all positions in the Merit System be reviewed by the Personnel Board of Jefferson County (PBJC) at least once every five years. This review is called the “Survey”. The primary purpose of the Survey is to confirm that employees are performing duties consistent with their assigned job class. Additionally, the Survey data will be used to drive other critical human resource functions such as updating the Personnel Board’s job descriptions, updating the minimum qualifications required to be hired into the position, test development by the Personnel Board, secondary testing by the hiring authority and performance appraisal/management. The Survey **is not** intended to address normal course of business operations such as pay discrepancies, promotions or other department organizational changes.

PBJC will use the Job Analysis Questionnaire (JAQ) to collect information on each position. An employee in the Survey, simply logs onto the Merit Matters website and the JAQ is populated with the job duties, knowledge, skills and abilities on file with the PBJC for the employee’s classification. The employee provides feedback regarding the accuracy of the information and adds information as necessary or as prompted by the form. The JAQ is then electronically routed, for review and comment, to the employee’s supervisor, department head, Appointing Authority and finally to the PBJC for final review.

Some, but not all, positions will be audited. An audit is an on-site interview with an employee. Audits are conducted to validate information provided on the JAQ and to gather additional information that might be needed to determine whether an employee is properly classified.

Survey outcomes are employed for multiple purposes. First, a determination by the PBJC as to whether the duties performed by any particular employee are consistent with his or her job class or are substantially more consistent with another job class in the Merit System. If it is determined that an employee is not properly classified, a recommendation will be made as to a more appropriate job class. If an employee disagrees with the recommendation by the PBJC, they may appeal that recommendation. The decision of the PBJC, following review of an employee’s appeal, is final. If the final determination is to reclassify the position occupied by an employee, the employee must meet the eligibility requirements for the new class and their name must be on the Eligibility List. They may be temporarily or provisionally appointed to the position if their name is not on the Eligibility List or if an Eligibility List does not exist. See Rules and Regulations Section 7.7 “Reallocation of Positions”. An Appointing Authority always has the discretion to remove the duties that caused the employee to be reclassified, so that the position classification remains unchanged and any incumbent employee unaffected. An Appointing Authority may also reassign an employee to any vacant position of the same or lower classification for which the Appointing Authority feels the employee is qualified.



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The second outcome of the Survey is that the job description for the job class occupied by the employee is updated with the duties, knowledge, skills and abilities associated with the job. Additionally, minimum qualifications for the position are updated so that anytime a vacancy occurs in the position, the PBJC will be able to announce the job, screen applications and provide a list of eligible candidates to the jurisdiction in an efficient manner. Finally, Survey outcomes are used to guide employment and promotional test development by the Personnel Board (e.g., structured interviews, work samples), secondary testing by the hiring authority and performance appraisal/management.

For these reasons, it is critical that you participate in the Survey. Thank you for your contribution and for being part of the Merit System!

