



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

Frequently Asked Questions Annual Survey

What is the purpose of the Annual Survey? Why does it matter if I complete it? The *Enabling Act* of the State of Alabama mandates that all positions in the Merit System be reviewed at least once every five years. Your completion of the Survey allows this review to occur. 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, employment 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.

When does the Annual Survey Begin? The Survey begins the last week in August.

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 > Classification Survey > Survey Jobs by Year, for a schedule of jobs to be reviewed each year.

How will I be informed when my position is to be reviewed? We notify employees via email.

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.



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

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. Call the number on your email and someone from the Board will be happy to assist you.

Will my position be audited? Not all positions will be audited. Jobs are not randomly selected for audit. The JAQ's will be reviewed and, based on comparison of the employee's responsibilities to the job description for their assigned job class; 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 [Merit Matters](http://www.meritmatters.org) website, www.meritmatters.org. Employees will be contacted via email when additional information has been added to [Merit Matters](http://www.meritmatters.org).

What happens if my position is reclassified? Refer to Section 7.7 of the [Rules and Regulations](#), revised November of 2012. These can be viewed at the PBJC website, www.pbjcal.org > Forms and Docs > 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 job class is subject to appeal.

What if I do not complete a JAQ? If you do not complete a JAQ, it will be assumed that you feel you are properly classified. You will have no right of appeal.