



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

2018 -2019 Timeline for Survey Participants

DATE	ACTIVITY
Thursday, September 6	<u>Information Sent to Jurisdictions</u> Instructions, Survey Positions, and Participant Lists sent to Appointing Authorities and Payroll Coordinators.
September 7 – October 12	<u>JAQ Available for Completion</u> JAQs completed by participants and reviewed by jurisdictions.
October 15 – November 30	<u>PBJC JAQ Review</u> JAQs reviewed by PBJC and audits scheduled.
December 3 – January 11	<u>On-site Audits</u> Audits for selected positions, not all positions are audited.
February 21	<u>Initial Recommendations Sent to Jurisdictions</u> Initial Recommendation Lists sent to Appointing Authorities and Payroll Coordinators.
February 22	<u>Initial Recommendations Available</u> Survey Participants notified of Initial Recommendations via Merit Matters website.
February 22 – March 8	<u>On-line Appeals</u> Submit an online appeal if you disagree with your classification determination.
April 18	<u>Appeal Recommendations</u> Appointing Authorities and Payroll Coordinator notified of Appeal Recommendations.
April 19	<u>Appeal Recommendations</u> Survey Participants notified of Appeal Recommendations.
May 14	<u>Board Meeting – Public Hearing</u> Survey Participants that disagree with Survey Recommendations can attend the Public Hearing. Survey Participants’ information will be reviewed and final determinations made.
June 13	<u>Final Recommendations</u> Allocation lists and implementation instructions sent to Appointing Authorities and Payroll Coordinators.
June 14	<u>Final Recommendations</u> Survey Participants notified of Final Recommendations via Merit Matters website.
September 27	<u>Implementation</u> Deadline for Appointing Authorities to either implement recommendations or remove excess job duties.



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Jefferson County Jefferson County Health Department Leeds Midfield Mountain Brook Pleasant Grove Tarrant City Trussville
Vestavia Hills Warrior