



PERSONNEL BOARD OF JEFFERSON COUNTY
2121 Rev. Abraham Woods Blvd., Suite 100
Birmingham, AL 35203

August 18, 2009

I am writing to you on behalf of the Personnel Board of Jefferson County (PBJC) in Birmingham, Alabama regarding our upcoming selection procedures for the jobs of Police/Sheriff s Sergeant and Lieutenant. The PBJC is an independent government agency that provides human resource services under the provisions of a Merit System to 22 jurisdictions within the boundaries of Jefferson County. These jurisdictions include multiple municipalities as well as county government.

Approximately 550 candidates will participate in the role-play exercises. The role-play exercises permit candidates to demonstrate their knowledge and competence related to these jobs.

In order to assist us in the implementation of the role-play exercises, the PBJC is recruiting **female** graduate students who are enrolled in **Industrial/Organizational, Human Resource, or Organizational Behavior** Master and/or PhD programs or any graduate student that has role-play experience. The role-play exercises will occur from **Tuesday, September 15, through Friday, September 18** in Birmingham. Role-players will receive training on **Wednesday, September 16** regarding the role-play scenario.

The success of our process hinges on our ability to recruit highly competent individuals to assist in this test. Although we are unable to monetarily compensate the role-players that we recruit to assist in this process, the experience does provide a number of other benefits to individuals who graciously agree to volunteer. Such benefits include:

- the opportunity to assist a governmental agency and to closely observe and learn about role-play processes;
- extensive training on role-play measurement instruments;
- valuable applied experience serving as a role-player for law enforcement jobs;
- the opportunity to meet, work, and interact with a variety of individuals in similar areas of study from around the country, while at the same time enjoying the sights and culture of Birmingham; and
- all expenses paid by the PBJC for travel related to the assessment, including transportation (airline and/or mileage to and from Birmingham), lodging, and meals.

If you are interested in gaining valuable applied experience in the field of employee testing by assisting the PBJC or if you have any questions regarding this process, please contact Tamela Parrish at (205) 279-3639. Also, to expedite this process, interested individuals should complete the Role Player Information Form at <http://www.jeffcojobs.org/gradassmt>.

Thank you in advance for your assistance with this process.

Sincerely,

Tamela Parrish
The Personnel Board of Jefferson County

Role Player Information Form

Law Enforcement Sergeant and Lieutenant Role-Players

Name:

Major:

Degree:

School/University:

Address:

Work Phone Number:

Alternate Phone Numbers:

Home:

Cell:

Please check appropriate categories:

Please note that the following information is optional; however, the Personnel Board of Jefferson County (PBJC) strives to ensure a fair selection process for all candidates seeking employment in the Personnel Board Merit System. As such, the PBJC is requesting the following information so that all role-players will be female.

Sex:

_____ **Female**
_____ **Male**