



PERSONNEL BOARD OF JEFFERSON COUNTY
2121 8th Avenue North, Suite 100
Birmingham, AL 35203

June 28, 2010

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 Clerical Administrative Promotional. 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 800 individuals will participate in extensive assessment centers, which will serve as the primary selection procedures for the positions of Administrative Assistant II, III, and IV, Administrative Coordinator, and Legal Secretary. The assessment centers permit individuals to demonstrate their knowledge and competence related to these jobs through a variety of selection processes, including structured interviews, role plays, and work samples.

In order to accurately and effectively assess the candidates' performance in these selection processes, the PBJC is recruiting graduate students who are enrolled in **Industrial/Organizational, Human Resource, or Organizational Behavior** Master and/or PhD programs or any graduate student that has employee selection assessment experience to assist in the final assessment of these candidates. The scoring of candidates will occur from **Monday, July 26th through Friday, July 30th** in Birmingham. Assessors will receive training beginning at 8:00a.m. on Monday, June 21st regarding the assessment process and scoring will take place from Tuesday, July 27th through Friday, July 30th.

The success of our process hinges on our ability to recruit highly competent individuals to assist in this assessment. Although we are unable to monetarily compensate the assessors that we recruit to assist in this process, the assessment 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 various selection processes and assessment centers;
- extensive training on employee selection assessment;
- valuable applied experience serving as an assessor for a variety of 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 selection by assisting the PBJC or if you have any questions regarding this process, please contact Tamela Parrish (205) 279-3639. Also, to expedite this process, interested individuals should complete the online Assessor Information Form at <http://www.jeffcojobs.org>.

Thank you in advance for your assistance with this process.

Sincerely,

Tamela Parrish
The Personnel Board of Jefferson County