

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

*Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099*



**Bruce Friefeld**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel and Examination Personnel

FROM: Torre L. Walls  
Human Resource Officer

SUBJECT: Notice of Specification/Examination Revision for the Grants and Contracts  
Administrator Series

DATE: November 14, 2006

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing a revision to the classification plan for the Grants and Contracts Administrator Series. In this instance, our primary objective is to simply convert the current examinations to a Credentials Assessment model, which can be easily delivered in an electronic format. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

This proposal is to notify you of our planned conversion from the current Informational Supplement contained in this classification series to a Credentials Assessment format within our E-Test System. We do not plan to substantively revise the classification specifications for this series, but we will be minimally changing the specification format to coincide with our standardized model. The current and proposed classification specifications are attached for your review and comments. Confidential examination materials will be distributed later to meeting participants. Additional discussion topics are also attached for your consideration.

**Current Classes**

Grants and Contracts Administrator I  
Grants and Contracts Administrator II  
Grants and Contracts Development Specialist

**Proposed Classes**

Grants and Contracts Administrator I  
Grants and Contracts Administrator II  
Grants and Contracts Development Specialist

This proposal will be formally reviewed at a meeting to be conducted on **November 20, at 2:00 p.m. by conference call**. We ask that each employer utilizing these classifications to please participate in this process. Due to the minor revisions to the class specifications and examination, we do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date along with examination information.

Please share this information as may be required, but keep in mind that the purpose of this meeting is to simply change the delivery format of the examination from a applicant-rated paper

format to an employer-rated electronic test. Please contact Torre Walls at (217) 278-3150, Ext. 233, or by email at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us) if you need any additional information or clarification.

***Please respond by November 17, 2006 if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.***

Classification/Examination Review: Grants and Contracts Administrator I, II  
Grants and Contracts Development Specialist

Meeting Date: **November 20, 2006, 2:00 p.m.**

University/Agency: \_\_\_\_\_

Attendees (Name, position, department, e-mail address):

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