

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 Resource Directors
Classification and Testing Personnel

FROM: Roger D. Frick
Human Resources Officer
Classifications, Compensation, and Examinations Division

DATE: June 4, 2004

SUBJECT: Equal Opportunity Officer Proposal
(CCE-04-243)

During the Friday May 21, 2004 conference call, participants proposed specification revisions consolidating the current Equal Opportunity Officer series into a more definable structure with distinguishable duty responsibilities. The current specification proposal for the Equal Opportunity Officer series is attached for review and further comment.

We are beginning the next step in our process and ask that you submit five to ten knowledge questions. Questions should include general professional situations or knowledge and should not reference policies or procedures for a specific employer. Detailed instructions for submission of these questions are listed on the following page. Please submit questions by Friday June 25, 2004 to Roger Frick by email at rogerf@sucss.state.il.us or letter using the below address:

Roger D. Frick
State Universities Civil Service System
1717 Philo Road. Suite 24
Urbana, IL 61802-6099

We are asking employers using the existing Equal Opportunity Officer classifications to participate in the validation of new testing instruments through the pre-testing process. Questions will be incorporated into a testing instrument and sent to Human Resource Offices for pre-testing in July. We will review the pretest results along with the class specifications during our next meeting in August.

If have questions or need any additional information, please contact Roger Frick electronically at rogerf@sucss.state.il.us or phone, (217) 278-3150. Thank you for your participation.

Development of Knowledge Questions and Other Testing Materials

When examinations are created or revised, knowledge or skills' tests are sometimes necessary. Objective or Knowledge Tests require the development of materials that test the abilities or knowledge listed in the class specification. The following procedures will assist you in developing questions and other testing materials.

1. **Write the question the way you want it presented.**

Do not be concerned with spelling, grammar, punctuation etc. We (the System's Office) will "clean-up" and format the information you submit. For each multiple-choice question, allow 4 choices: A, B, C, and D. You may submit true-false statements, matching items, or definitions.

2. **When submitting questions, please highlight or otherwise indicate the correct answers.**

We will format the questions to fit standardized key patterns.

3. **You will need to provide references for the questions you submit.**

Sometimes, questions or examination materials are "challenged" by applicants. The title and page number of reference books, textbooks and other material you used to develop questions are essential for the defense of challenged questions. For example write "page 381, Standard Math Tables, 16th edition (Selby), 1968" for a mathematical problem. **Mathematical questions require the full solution with completed calculations and formulas.**

4. **Questions must be categorized, such as mathematics, safety, supervision, etc.**

Applicants often inquire about the areas in which they need to improve. Only categories are given to inquiring applicants. Specific questions are not discussed to preclude compromising the examination.

5. **No matter how small the sample size, we must pretest examination materials.**

We will use your current incumbents to complete this process. Pre-testing examination materials ensures a valid instrument. After the examination materials are edited and formatted by the System's Office, the pretest instruments are sent to your Human Resources Office. Pretest results will be discussed during the Class Specification/Examination Review Meeting.