

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives
Human Resources Directors
Classification Personnel
Testing Personnel

From: Gail E. Hankins, Human Resource Associate
Operations Division

Re: Final Status Notice - Police Series
CCE-10-376

Date: **April 15, 2010**

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the System Office is revising the following classification(s):

Police Officer
Police Corporal
Police Sergeant
Police Lieutenant
Police Captain
Police Major/Deputy Chief

This notification is intended to serve as a ***final status notice*** in order to minimize disruption in employment activities regarding this classification series. Through a process of collaboration with our various advisory groups and subject matter experts, the University System Office has finalized a revision to the Police Series class specifications. This also includes the release of a new knowledge examination for the Police Sergeant classification. As indicated previously, this new knowledge examination was required due to the security compromise of the previous Police Sergeant examination.

The revised class specification and new Police Sergeant knowledge examination will be effective June 1, 2010. The new Police Sergeant knowledge examination will be available through E-Test on May 7, 2010. Notice of the voiding of registers must be given to those candidates on the Police Sergeant employment register. On the effective date, new registers for the Police Sergeant classification must be developed based on the successful completion of the new knowledge examination and the Elongated Oral Board, prior to candidates being referred for interviews.

The Police Officer, Police Corporal, Police Lieutenant, Police Captain and the Police Major/Deputy Chief examinations remain secure and intact. Employment registers for these classifications will stay in effect until further notice.

Police Series classifications are currently used by UIUC, UIC, UIS, SIUC, SIUE, SIU-SOM, EIU, NIU, WIU, NEIU, CSU, GSU, and ISU. Revisions to specifications and the Police Sergeant knowledge examination will be effective as detailed in the following chart.

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Effective Date</u> |
|-------------------------------------|--|-------------------|-------------------------------|---|-----------------------|
| 3086 Police Officer | Revise Class Specification Only | 144 | Protective Services 13 | Safety & Security Services 069 | June 1, 2010 |
| 2787 Police Corporal | Revise Class Specification Only | 144 | Protective Services 13 | Safety & Security Services 069 | June 1, 2010 |
| 3081 Police Sergeant | Revise Class Specification and Examination | 144 | Protective Services 13 | Safety & Security Services 069 | June 1, 2010 |
| 3076 Police Lieutenant | Revise Class Specification Only | 144 | Managerial 03 | Safety & Security Services 069 | June 1, 2010 |
| 3068 Police Captain | Revise Class Specification Only | 144 | Managerial 03 | Safety & Security Services 069 | June 1, 2010 |
| 2788 Police Major/Deputy Chief | Revise Class Specification Only | 144 | Managerial 03 | Safety & Security Services 069 | June 1, 2010 |

Class Specifications

The class specifications for the Police Series have been modified and revised. The educational requirements for many of the classifications have been significantly revised, please carefully review the class specification for details. Please also note that compensatory qualifications and/or waivers may be secured for current employees not meeting the new minimum acceptable qualifications for a designated classification. For details on class specifications and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.state.il.us.

Examination Components/Instruments

The new examination for the Police Sergeant will be effective June 1, 2010.

There are no changes to the content of the Police Officer, Police Corporal, Police Lieutenant, Police Captain, Police Major/Deputy Chief examinations at this time.

Examination Availability

The new examining instruments for the Police Sergeant will be available through E-Test on May 7, 2010 and will be designated with class title and effective date of examination. Each Employer will be able to access and utilize the new knowledge examining instrument in order to begin the first step in the reconstruction of the employment registers for this important occupational area. **Please note that any register, based on the Police Sergeant new examination instrument, may only be used beginning June 1, 2010.**

Examination Directives

The registers for the Police Sergeant will be voided at the close of business on May 31, 2010 by the University System Office. All testing materials related to these titles will be voided. (If an employment transaction is in progress and will not be completed prior to the void date, please contact the University System Office for additional information.)

E-Test

Contacts including void letter/notice should be sent to each candidate who is listed on the current employment registers for Police Sergeant via the E-Test system. Please use the E-Test Help Menu for special directions to generate appropriate communication. Please contact the University System Office if there are applicants who meet the Reemployment or Restoral Requirements for the designated classification. These transactions will be performed by the University System Office.

Please note that any register, based on these new examination instruments, may only be used beginning June 1, 2010. The Police Officer, Police Corporal, Police Lieutenant, Police Captain, Police Major/Deputy Chief examinations will stay in effect until further notice. Current registers for these classifications should remain active.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment and movement of employees through the classification plan.

If you have any questions or need additional information, please contact Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@succs.state.il.us.