

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

TO: Designated Employer Representatives, Human Resource Directors,
Testing & Classification Personnel

FROM: Pulchratia L. Kinney-Smith
Operations Division

SUBJECT: Meeting for Admissions/Records Officer Classes
(CCE-06-234)

DATE: April 5, 2006

We received a request to review the Admissions/Records class specifications and examinations. The result of this review process will be the creation of new/revised class specifications and examinations. Our overall objective is to provide an efficient and effective classification system that meets the operational needs of each university/agency.

Consistent with our goal to periodically revise class specifications and examinations to assure appropriate assessment of requisite knowledge, skills and abilities, we are calling for a formal System review of the Admissions/Records Officer Series class specification and examinations. We are therefore scheduling a formal meeting/conference call to review the class specifications and examinations for this series. As expected, we plan to transition this series of examinations into the new E-Test system.

The meeting will be conducted on **April 18, 2006 at 10:00 a.m., via conference call**, with the System Office. We ask that each employer utilizing these classifications to please participate in this process. The changes to the class specification are not substantial. The format of the exams will be a knowledge test and credentials assessment for level I and credentials assessments for levels II and III. Proposed revisions to the class specification and exams are based on data collected via the Computerized-Job Analysis Survey Instrument (C-JASI). Conference call information will be sent prior to the meeting date.

Please share this information with your departments, union groups, and/or employees who may be affected by these changes. Contact me at (217) 278-3150 Ext. 230 or pulchratiak@succs.state.il.us if you need any additional information or clarification.

Please respond by April 12, 2006 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

Classification/Examination Review: Admissions & Records Series
(Admission & Records Representative, Officer,
Supervisor)

Meeting Date: **April 18, 2006, 10:00 a.m.**

University/Agency: _____

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