

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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: Class Specification and Examination Review Meeting for Labor Relations
Specialist Series
(Conference Call)

DATE: July 25, 2006

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 Labor Relations Specialist Series class specifications and examinations.

We are therefore scheduling a formal meeting/conference call to review the class specifications and examinations for this series. We do not anticipate any significant changes to the class specifications. However, we will be reviewing and modifying the employment guidelines and the credential assessment scoring sheet. As expected, we also plan to transition this series of examinations into the new E-Test system.

The meeting will be conducted on **August 16, 2006 at 10:00 a.m. by conference call**. We ask that each employer utilizing these classifications to please participate in this process. Due to the limited number of revisions to the class specifications and exams, we do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date along with class specification and examination information.

Please share this information with your departments, union groups, and/or employees who may be affected by these changes. Please contact Torre Walls at (217) 278-3150 Ext. 233 or at torrew@succs.state.il.us if you need any additional information or clarification.

Please respond by August 11, 2006 if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.

Classification/Examination Review: Labor Relations Specialist I, II, III

Meeting Date: **August 16, 2006, 10:00 a.m.**

University/Agency: _____

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