

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: Gail E. Hankins  
Human Resource Associate

SUBJECT: Notice of Specification/Examination Revision for the Carpenter Series –  
CCE-07-233

DATE: December 7, 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 Carpenter Series. In this instance, our primary objective is to simply convert the current examinations to an Electronic Knowledge Test (E-Test) and/or 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 and Knowledge Test contained in this classification series to an E-Test and 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 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**

Carpenter  
Carpenter Sub-Foreman  
Carpenter Foreman  
Carpenter General Foreman

**Proposed Classes**

Carpenter  
Carpenter Sub-Foreman  
Carpenter Foreman  
Carpenter General Foreman

This proposal will be formally reviewed at a meeting to be conducted on **December 14, 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 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 paper format to an employer-rated electronic test. Please contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@sucss.state.il.us if you need any additional information or clarification.

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

Classification/Examination Review: Carpenter  
Carpenter Sub-Foreman  
Carpenter Foreman  
Carpenter General Foreman

Meeting Date: **December 14, 2006, 10:00 a.m.**

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

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

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**DISCUSSION TOPICS**  
**Carpenter Series**  
**Classification/Specification Meeting**  
**December 7, 2006**

The following topics are presented for your consideration. They will be briefly discussed during the upcoming conference call for this group of classifications.

1. High School graduation or equivalent
  - The current class specifications for the four classifications being considered do not currently require this qualification, and we would propose adding this qualification to the class specification and examination materials.
  - This is consistent with other professional-level classifications, similar in terms of duties and responsibilities.
  
2. Format of Minimum Qualifications
  - The description of minimum qualifications was converted to our standard format for ease of understanding and application.
  - There was no intent to change the required minimum qualifications. Please review carefully.