

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: Jeff Brownfield
Assistant Director, Operations Division

SUBJECT: Notice of Specification/Examination Revision for the Secretarial Series
CCE -0389

DATE: March 21, 2007

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 Secretarial Series. In this instance, our primary objective is to simply convert the current Secretarial Series examinations to an E-test 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 issues in this occupational area.

This proposal is to notify you of our planned conversion from the current Knowledge Test and Informational Supplement contained in this classification series to a general knowledge test within our E-Test delivery system. We do not plan to substantively revise the classification specifications for this series. The proposed classification specification is attached for your review and comments. It can also be viewed on our website, www.sucss.state.il.us, in the Classification Status Notice section. Confidential examination materials will be distributed at a later date to meeting participants.

Current Classes

Secretary II/Office Systems Assistant II
Secretary III/Office Systems Assistant III
Secretary IV/Office Systems Specialist I
Staff Secretary/Office Systems Specialist II
Administrative Secretary/Office Systems Specialist III

Proposed Classes

Secretary II/Office Systems Assistant II
Secretary III/Office Systems Assistant III
Secretary IV/Office Systems Specialist I
Staff Secretary/Office Systems Specialist II
Administrative Secretary/Office Systems Specialist III

This proposal will be formally reviewed at a meeting to be conducted on **April 11, 2007 at 10:00 a.m. at the System Office**. You are invited to attend the meeting at the System Office or by teleconference. Due to the minor revisions to the class specifications, we do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date along with examination information. For onsite participation, examination information will be distributed upon arrival at the System Office.

Please share this information as required, but keep in mind that the purpose of this meeting is to simply change the delivery format of the examination from an applicant-rated Information Supplement and Knowledge Test to an electronic knowledge 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 April 9, 2007 if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.

*Please indicate which method of participation you will utilize next to your name below.
(Conference Call or Physically Attending)*

Classification/Examination Review: Secretary II – IV, Staff and Administrative Secretary
Office Systems Assistant II-III
Office Systems Specialist I - III

Meeting Date: **April 11, 2007, 10:00 a.m.**

University/Agency: _____

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

Name	Position	Department	E-mail Address	Method of Participation