

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



Marc Strauss
*Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

FROM: Silke Holub

SUBJECT: Notice of Specification/Examination Revision for the Accountant Series

DATE: July 17, 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 Accountant 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. Confidential examination materials will be distributed later to meeting participants. We will also discuss updating the titles for this series and will provide an alternative.

Current Classes

Accountant I
Accountant II
Accountant III
Accountant IV
Accountant V

Proposed Classes

Accountant I
Accountant II
Accountant III
Accountant IV
Accountant V

This proposal will be formally reviewed at a meeting to be conducted on **July 31, 2007 at 10:00 a.m. by conference call**. You are invited to attend the meeting at the System Office, by tele- or videoconference or by coming to the System Office. 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. For onsite participation, examination information will be distributed upon arrival to the System Office (www.sucss.state.il.us).

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 an applicant-rated paper format to an employer-rated electronic test. Please contact Silke Holub at (217) 278-3150, Ext. 223, or by email at silkeh@sucss.state.il.us if you need any additional information or clarification.

Please respond by July 27, 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: Accountant Series

Meeting Date: **July 31, 2007, 10:00 a.m.**

University/Agency: _____

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

Name	Position	Department	E-mail Address	Method of Participation