

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Marc Strauss**  
*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: Notice of Specification/Examination Revision for the Medical Education Program Series

DATE: March 31, 2008

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 Medical Education Program Series. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

This proposal is to notify you of our planned conversion from the current Informational Supplement and Knowledge test contained in this classification series to a Credentials Assessment format within our E-Test delivery system. The proposed classification specification may be viewed on our website, [www.sucss.state.il.us](http://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**

Medical Education Program Specialist I  
Medical Education Program Specialist II  
Medical Education Program Coordinator

### **Proposed Classes**

Medical Education Program Specialist  
Medical Education Program Coordinator

The classification proposal was reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will be provided at a later date.

Please contact Torre Walls at (217) 278-3150, Ext. 230, or by email at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us) if you need any additional information or clarification.