

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



**Mark Strauss**  
*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 Interpreter for Deaf and  
Hard of Hearing Series

DATE: February 3, 2009  
CCE -09-368

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 Interpreter for Deaf and Hard of Hearing Series. Due to new State of Illinois requirements for the Interpreter for Deaf and Hard of Hearing occupational area, the System Office is updating the class specifications, specifically the Minimum Acceptable Qualifications, for the Interpreter for Deaf and Hard of Hearing Series. In addition, we plan to simply convert the current examinations to a 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 contained in this classification series to a Credentials Assessment format within our E-Test System. We do not plan to substantively revise the duties and responsibilities of the classification specifications for this series, but we will be minimally changing the Minimum Acceptable Qualifications of the class specification to coincide with Interpreter of Deaf Licensure Act of 2007. The proposed classification specification (with tracked changes) is attached for your review and comments. Confidential examination materials will be distributed later to meeting participants.

**Current Classes**

Interpreter for Deaf and Hard of Hearing  
Senior Interpreter for Deaf and Hard of Hearing

**Proposed Classes**

Interpreter for Deaf and Hard of Hearing  
Senior Interpreter for Deaf and Hard of  
Hearing

This proposal will be formally reviewed at a meeting to be conducted on **February 16, 2009 at 2:00 p.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 applicant-rated 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 February 13, 2009 if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.***

Classification/Examination Review: Interpreter for Deaf and Hard of Hearing  
Senior Interpreter for Deaf and Hard of Hearing

Meeting Date: **February 16, 2009, 2:00 p.m.**

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

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

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