

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Joanne E. Maitland
Merit Board Vice-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 Guest Room Supervisor

DATE: August 19, 2009

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 Guest Room Supervisor classification. 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 Weighted Training & Experience with Questionnaire Test contained in this classification 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 classification, 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.

Current Class

Guest Room Supervisor

Proposed Class

Guest Room Supervisor

This proposal will be formally reviewed at a meeting to be conducted on **September 2, 2009 at 10:00 a.m.** You are invited to attend the meeting at the System Office, by teleconference or by videoconference. 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. *If you plan to utilize videoconference for your participation, please indicate your IP address.*

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 paper format to an employer-rated electronic test. Please contact Torre Walls at (217) 278-3150, Ext. 230, or by email at torrew@succs.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Guest Room Supervisor

Meeting Date: **September 2, 2009 - 10:00 a.m.**

University/Agency: _____

Please respond September 1, 2009 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

*Please indicate which method of participation you will utilize below.
(Teleconference, Videoconference or Physically Attending)*

Name	Position	Department	E-mail Address	Method of Participation