

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*Joanne Maitland
Merit Board Vice 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 Elevator Mechanic Series

DATE: October 6, 2009
CCE -10-205

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 Elevator Mechanic Series. 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 Knowledge Tests (Multiple-Choice, True-False, and Matching) and Supplemental Information etc. contained in this classification series to an electronic Knowledge Test and Credentials Assessment format within our E-Test System. We have substantively revised the class specifications for this series reducing the number of classifications used in this occupational area. Confidential examination materials will be distributed later to meeting participants.

Current Classes

Elevator Mechanic Helper I
Elevator Mechanic Helper II
Elevator Mechanic
Elevator Mechanic Foreman
Lead Elevator Mechanic

Proposed Classes

Delete Class
Delete Class
Elevator Mechanic Journeyman
Elevator Mechanic Supervisor
Elevator Mechanic Supervisor

This proposal will be formally reviewed at a meeting to be conducted on **October 20, 2009 at 2:00 p.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. 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 Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@succs.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Elevator Mechanic Series

Meeting Date: **October 20, 2009, 2:00 p.m.**

University/Agency: _____

Please respond October 16, 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