

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Urbana, Illinois 61802-6099



Joanne E. Maitland
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

DATE: December 8, 2009

TO: Designated Employer Representatives
Human Resources Directors
Testing/Classification Personnel
Police Chiefs

FROM: Lewis T. (Tom) Morelock 
Executive Director

SUBJECT: Job Analysis and Meeting Announcement (Police Sergeant)

Job Analysis Process

The University System Office will be conducting a job analysis using of the Police Sergeant classification using our Computerized Job Analysis Survey Instrument (C-JASI). This electronic instrument is designed to facilitate the collection of information from subject matter experts (i.e., job incumbents, supervisors) regarding the tasks and duties performed by employees in this classification and the necessary knowledge, skills, and abilities required to perform these identified job tasks/duties. This data collection and analysis component is a fundamental element in our classification plan management process and is essential in the maintenance and validation of the class specification and exam instrument. The information and data collected will be used strictly to assist in developing these instruments and will not impact an employee's job status or performance.

At this time, the Police Sergeant class specification and knowledge examination will be reviewed and updated. We will therefore need the job descriptions for the Police Sergeants, and information regarding incumbents in these classifications and their supervisors.

- Please provide a list of all employees in the Police Sergeant classification, and their direct supervisors. This list needs to include the name, class title, and email address. We will notify the designated departmental supervisors of the pending electronic survey. The selected employees and their supervisors will receive an email describing the instrument, which will include a personalized link to the online electronic survey. The survey should take roughly 15-20 minutes to complete.
- Please also provide the job descriptions for all incumbents in the Police Sergeant classification. (If possible please provide these documents in electronic format).

Please provide this information by December 11, 2009. Based on our analysis of the job descriptions and the survey, as well as our review with the subject matter experts, we will revise this classification specification and develop a new knowledge examination for this classification.

Meeting Announcement

The class specification/examination development process will be formally discussed with subject matter experts at a meeting to be conducted on January 7, 2010. Representatives from I/O Solutions, the vendor who will be assisting us with this process and System Office staff will conduct this meeting. HR staff and Public Safety departmental experts will also participate in the meeting. We ask that each employer utilizing the Police Sergeant classification actively participate in this process and also send appropriate subject matter experts (Police and Public Safety personnel) to this meeting.

Subject Matter Review: Police Sergeant

Meeting Date: **January 7, 2010 10:00 a.m.**

University/Agency: _____

Attendees:

Name	Position	Department	E-mail address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact Information

Please respond by January 5, 2010 if your university/agency plans to participate in the Police Sergeant Subject Matter Review Meeting. Please contact Gail Hankins at (217) 278-3150 ext. 232 or at gailh@succs.state.il.us to register your attendance or if you need any additional information or clarification. Thank you in advance for your assistance and participation.