

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

FROM: Jeff Brownfield
Assistant Director

SUBJECT: Class Specification and Examination Review Meeting for Electrician Series
(Conference Call)

DATE: January 23, 2006

Approximately every three years the Electrician Code Book is updated, requiring a subsequent review and revision of the Electrician Series examinations. Due to the recent Code Book update, we conducted an internal review of the Electrician Series class specifications and examinations with the assistance of some local experts.

Consistent with our goal to periodically revise class specifications and examinations to assure appropriate assessment of requisite knowledge, skills and abilities, we are calling for a formal System review of the Electrician Series class specifications and examinations.

We are therefore scheduling a formal meeting/conference call to review the class specifications and examinations for this series. We do not anticipate any significant changes to the class specifications. However, we will be reviewing and modifying the examinations with respect to the recent Code Book update and evaluating some of the current test components. As expected, we also plan to transition this series of examinations into the new E-Test system.

The meeting will be conducted on **February 9, 2006 at 10:00 a.m. in the System Office**. We ask that each employer utilizing these classifications to please participate in this process. Due to the limited number of revisions to the class specifications and exams, we do not anticipate a lengthy meeting. Participants may elect to participate by conference call connection. Conference call information will be sent prior to the meeting date.

Please share this information with your departments, union groups, and/or employees who may be affected by these changes. Contact me at (217) 278-3150 Ext. 236 or at jeffb@sucss.state.il.us if you need any additional information or clarification.

Please respond by February 6, 2006 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

Classification/Examination Review: Electrician Series
(Electrician, Electrician Sub-Foreman, Electrician
Foreman, Electrician General Foreman)

Meeting Date: **February 9, 2006, 10:00 a.m.**

University/Agency: _____

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