

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
1717 Philo Road, Suite 24  
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**Marc Strauss**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

TO: Designated Employer Representatives, Human Resources Directors,  
Classification Personnel, Examination Personnel, and Police Chiefs

FROM: Jeff Brownfield  
Assistant Director, Operations Division

SUBJECT: Notice of Specification/Examination Revision and Final Status Notice  
CCE 08-526

DATE: June 23, 2008

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the System Office is proposing a revision to the following classification(s):

Police Officer  
Police Corporal  
Police Sergeant  
Police Lieutenant  
Police Captain  
Police Major/Deputy Chief

This notification is intended to also serve as a **final status notice** in order to minimize disruption in employment activities regarding this classification series. The following revisions to the designated classification specifications and corresponding examinations will become effective as indicated in the chart below.

The update to the Police Officer Series will include only minor class specification changes. Most importantly, this update will incorporate the transition of all written testing materials to the electronic E-Test system, including the Physical Fitness components and Oral Board instruments. This conversion to an electronic format should provide additional efficiency in delivery and scoring of the tests.

In general, these updates and changes will be electronically managed through the local human resource office and/or through the System Office, as they are routinely done now. The Police Officer Series examinations that require a knowledge test, including the 'street scene' for the Police Officer level, will be converted to E-Test and each applicant will be scheduled to complete the knowledge portion of the examination in a similar manner to our other knowledge tests within E-Test. For the examinations that require education and experience sections, these materials will also be converted to E-Test as a Credentials Assessment.

For the examinations that require oral boards, these materials will also be converted to E-Test. Again, local HR officials and System Office staff responsible for conducting the oral board process will be required to enter scores into the electronic interface for final tabulation of this section of the examinations. This will replace the labor-intensive grading and calculation of these scores. The proposed updates will allow for efficient tabulating and tracking of oral board scores and lead to a comprehensive data warehouse of examination scores. As can be anticipated, a final score will be tabulated for each candidate and register placement will be automatic through standard E-Test process/procedures.

Examination materials such as Knowledge Test handouts, Instructions to Applicants, etc. will be available for printing through the E-Test system. Pre-testing for only the knowledge portions of each examination will be conducted in mid to late July 2008. These classifications are currently used by UI-C, UI-UC, UI-S, NEIU, GSU, CSU, ISU, SIU-E, SIU-C, NIU, EIU, and WIU.

<u>Current Classes</u>	<u>Action Taken</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
Police Officer	EDITED SPECIFICATION EXAMINATION REVISION	3086	144	Protective Services 013	Safety and Security Services 069	<b>August 4, 2008</b>
Police Corporal	EDITED SPECIFICATION EXAMINATION REVISION	2787	144	Protective Services 013	Safety and Security Services 069	<b>August 4, 2008</b>
Police Sergeant	EDITED SPECIFICATION EXAMINATION REVISION	3081	144	Protective Services 013	Safety and Security Services 069	<b>August 4, 2008</b>
Police Lieutenant	EDITED SPECIFICATION EXAMINATION REVISION	3076	144	Managerial 03	Safety and Security Services 069	<b>August 4, 2008</b>
Police Captain	EDITED SPECIFICATION EXAMINATION REVISION	3068	144	Managerial 03	Safety and Security Services 069	<b>August 4, 2008</b>
Police Major/ Deputy Chief	EDITED SPECIFICATION EXAMINATION REVISION	2788	144	Managerial 03	Safety and Security Services 069	<b>August 4, 2008</b>

#### Voiding/Deleting Registers

During this notice period we will conduct pretesting of the knowledge portion of the Police Series examinations. The old testing materials and corresponding registers for Police Officer Series should be voided at the close of business on Friday, August 1, 2008. All previous testing materials related to these titles should be destroyed at the close of business on Friday, August 1, 2008.

#### Review/Training

The electronic examination process and updated specifications for the Police Officer Series will be formally reviewed, and appropriate E-test training provided, at a meeting to be conducted on July 8, 2008. You are invited to attend the meeting at the System Office. *It is important to note that this action will only minimally change the actual specifications and testing components for this classification series.* The primary revision is in the transition of the examinations to an electronic delivery process. It is important that all staff involved in the testing process for these classifications become familiar with this new electronic delivery format. If required, the System Office will be available for onsite demonstrations.

Please share this information with appropriate parties as necessary. Please contact Tanya Flynn at (217) 278-3150, Ext. 231 or by email at [tanyaf@succs.state.il.us](mailto:tanyaf@succs.state.il.us) by July 3, 2008 if your university/agency plans to participate in the Class Specification and Examination Review Meeting and provide a detailed list of attendees. If you have any questions or need additional information, please contact Gail Hankins at (217) 278-3150 Ext. 232 or at [gailh@succs.state.il.us](mailto:gailh@succs.state.il.us).

Classification/Examination Review: **Police Officer Series**

Meeting Date: **July 8, 2008, 10:00 a.m.**

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

*Please respond by July 3, 2008 to Tanya Flynn at (217) 278-3150, Ext. 231 or by email at [tanyaf@sucss.state.il.us](mailto:tanyaf@sucss.state.il.us) if your university/agency plans to participate in the Class Specification and Examination Review Meeting and provide a detailed list of attendees.*

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

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>E-mail Address</b>	<b>Method of Participation</b>