

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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

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

FROM: Jeff Brownfield  
Manager, Operations Division

SUBJECT: Notice of Specification/Examination Review Program Coordinator Series

DATE: March 9, 2011

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 Program Coordinator Series. In this instance, our primary objective is to broaden the classification structure. This update should allow a more efficient and effective applicant recruitment and employment process in this occupational area. During subsequent meetings we will also modify the current examinations to an Electronic Knowledge Test (E-Test) and/or Credentials Assessment model.

**Current Classes**

Assistant Program Coordinator  
Program Coordinator

**Proposed Classes**

Assistant Program Coordinator (TBD)  
Program Coordinator (TBD)

This proposal will be formally reviewed at a meeting on **March 16, 2010 at 1:30 p.m.** You are invited to attend the meeting at the System Office, by teleconference or by videoconference. We ask each employer utilizing these classifications to please participate in this process. Conference call information and a draft of the revised class specification will be sent prior to the meeting date. For onsite participation, 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 with departmental staff. Contact Jeff Brownfield at (217) 278-3150, Ext. 236, or by email at [jeffb@sucss.state.il.us](mailto:jeffb@sucss.state.il.us) if you need any additional information.

Classification/Examination Review: Program Coordinator Series

Meeting Date: **March 16, 2011 - 1:30 p.m.**

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

***Please respond by March 15, 2011 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.***

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

***If you plan to utilize videoconference for your participation, please indicate your IP address:***

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Name	Position	Department	E-mail Address	Method of Participation