

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
1717 Philo Road, Suite 24  
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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: Torre L. Walls  
Human Resource Officer

SUBJECT: Notice of Specification/Examination Revision for the Instructional Development  
Specialist Series

DATE: May 19, 2010

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 Instructional Development Specialist Series. In this instance, 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 Supplemental Information Test contained in this classification series to an E-Test and Credentials Assessment format within our E-Test System. We do not plan to substantively revise the classification specifications for this series, but we will be minimally changing the specification format to coincide with our standardized model. Confidential examination materials will be distributed later to meeting participants.

**Current Classes**

Instructional Development Specialist I  
Instructional Development Specialist II

**Proposed Classes**

Instructional Development Specialist I  
Instructional Development Specialist II

This proposal will be formally reviewed at a meeting on **June 2, 2010 at 10:00 a.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. Due to the minor revisions to the class specifications and examination, we do not anticipate a lengthy meeting. 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. Contact Torre Walls at (217) 278-3150, Ext. 230, or by email at [torrew@succs.state.il.us](mailto:torrew@succs.state.il.us) if you need any additional information or clarification.

Classification/Examination Review: Instructional Development Specialist Series

Meeting Date: **June 2, 2010 - 10:00 a.m.**

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

*Please respond by June 1, 2010 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:*

\_\_\_\_\_

Name	Position	Department	E-mail Address	Method of Participation