

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: Emily Grijalva
Human Resource Intern

SUBJECT: Notice of Specification/Examination Revision for the Assistant Director of
Physical Plant

DATE: October 25, 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 Assistant Director of Physical Plant. 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 current Knowledge Test and Supplemental Information Test to a Credential Assessment. 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 Class

Assistant Director of Physical Plant

Proposed Class

Assistant Director of Physical Plant

This proposal will be formally reviewed at a meeting on **November 1, 2011 at 1:30 p.m.** You are invited to attend the meeting at the System Office or participate 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. For onsite participation, confidential examination information will be distributed upon arrival to the System Office and e-mailed to Human Resources prior to the videoconference to share with participants. ***If you plan to utilize videoconference for your participation, please indicate your IP address.***

Contact Emily Grijalva at (217) 278-3150, Ext. 225, or by email at emilyg@sucss.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Assistant Director of Physical Plant

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

University/Agency: _____

Please respond by October 28, 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.
(Videoconference or Physically Attending)***

For your participation by videoconference, please indicate your IP address:

Name	Position	Department	E-mail Address	Method of Participation