

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: Gail E. Hankins
Human Resource Associate

SUBJECT: Notice of Specification/Examination for the Medical Social Services Series

DATE: October 31, 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 Medical Social Services Series. In this instance, our primary objective is to revise the Minimum Acceptable Qualifications then update the 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. During our previous meeting, we discussed revisions to the Minimum Acceptable Qualifications for this series. It is available in the Classification Status Notice section of our website – www.sucss.state.il.us.

This correspondence is to notify you of a meeting to review of the final spec and the examining instruments (Credentials Assessments). Confidential examination materials will be distributed later to meeting participants.

Current Classes

Medical Social Assistant
Medical Case Worker
Medical Social Consultant
Assistant Supervisor of Medical Social Service
Supervisor of Medical Social Service

Proposed Classes

Medical Social Assistant
Medical Social Associate
Medical Social Worker
Assistant Supervisor of Medical Social Service
Supervisor of Medical Social Service

This proposal will be formally reviewed at a meeting on **November 3, 2011 at 3:00 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 specification 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. We plan to test the system the day before (November 2, 2011).***

Contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@succs.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Medical Social Services Series

Meeting Date: **November 3, 2011 - 3:00 p.m.**

University/Agency: _____

Please respond by November 2, 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)

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

Name	Position	Department	E-mail Address	Method of Participation