

**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**

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 Multimedia Technical  
Support Series

DATE: December 13, 2010

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing revisions to the classification plan for several classifications within the Audio-Visual work area. We want to 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 Informational Supplement, Knowledge Test and Understanding & Following Directions Test. We may revise the classification specifications for this and similar series and will be changing the specification format to coincide with our standardized model. We would like to discuss the option of collapsing these series/classes into a three and four level series. Confidential examination materials will be distributed later to meeting participants.

**Current Classes**

**Proposed Classes**

Multimedia Technical Support Series

Instructional Communications Technical Operator I,  
Audio-Visual Aids Technician I

Multimedia Assistant

Audio-Visual Aids Technician II,  
Properties Technician,  
Instructional Materials Technician I

Multimedia Operator

Instructional Communications Technical Operator II,  
Audio-Visual Aids Technician III,  
Instructional Materials Technician II

Multimedia Technician

Instructional Communications Technical Operator III,  
Audio-Visual Services Manager,  
Multimedia Technician

Multimedia Supervisor

This proposal will be formally reviewed at a meeting on **January 11, 2011 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. 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: Proposed Multimedia Technical Support Series

Meeting Date: **January 11, 2011 - 10:00 a.m.**

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

***Please respond by January 7, 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