

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 Technology
Communications 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 Technology Communications Series

Instructional Communications Programmer I,
Video Production Assistant

Multimedia Communications Associate

Instructional Communications Programmer II,
Musical Instruction Specialist

Multimedia Communications Specialist

Instructional Communications Programmer III,
Instructional Materials Specialist,
Video Post-Production Supervisor

Multimedia Communications Supervisor

This proposal will be formally reviewed at a meeting on **January 12, 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@sucss.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Proposed Multimedia Technology Communications Series

Meeting Date: **January 12, 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:

Name	Position	Department	E-mail Address	Method of Participation