

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
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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: Gail E. Hankins  
Human Resource Associate

SUBJECT: Notice of Specification/Examination for the Immigration Specialist

DATE: September 7, 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 Immigration Specialist. 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.

**Current Class**

Immigration Specialist

**Proposed Class**

Immigration Specialist

This proposal will be formally reviewed at a meeting on **September 14, 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 (September 13, 2011).***

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

Classification/Examination Review: Immigration Specialist

Meeting Date: **September 14, 2011 - 3:00 p.m.**

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

***Please respond by September 12, 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