

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 Hankins
Human Resource Associate

SUBJECT: Notice of Specification/Examination Revision for the Laboratory Mechanic Series

DATE: February 17, 2012

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 Laboratory Mechanic Series). In this instance, our primary objective is to finalize the new examinations.

Current Classes

Assistant Laboratory Mechanic
Laboratory Mechanic
Senior Laboratory Mechanic
Instrument Maker

Proposed Classes

Assistant Laboratory Mechanic
Laboratory Mechanic
Senior Laboratory Mechanic
Instrument Maker

This proposal will be formally reviewed at a meeting on **February 24, 2012 at 2:00 p.m.** You are invited to attend the meeting at the System Office in person or by videoconference. We ask each employer utilizing these classifications to please participate in this process. Due to the class spec revisions being previously discussed, we do not anticipate a lengthy meeting. 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 discuss the pretest results and scoring of the examination. Contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@sucss.state.il.us if you need any additional information or clarification.

Examination Review: Laboratory Mechanic Series

Meeting Date: **February 24, 2012** - 2:00 p.m.

University/Agency: _____

Please respond by February 23, 2012 if your university/agency plans to participate in 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