

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: Torre L. Walls  
Human Resource Officer

SUBJECT: Notice of Specification/Examination Revision for the Collection Specialist Series

DATE: April 3, 2012

Consistent with our transition from paper-based testing protocols to electronic testing options, the State Universities Civil Service System (System Office) is proposing a revision to the classification plan for the Collection Specialist Series. In this instance, our primary objective is 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.

**Current Classes**

Collection Specialist I  
Collection Specialist II  
Collection Specialist III  
Collection Specialist IV  
Collection Specialist V

**Proposed Classes**

Collection Specialist I  
Collection Specialist II  
Collection Specialist Assistant Manager  
Collection Specialist Manager  
Collection Specialist Manager

This proposal will be formally reviewed at a meeting on **April 18, 2012 at 10:00a.m.** You are invited to attend the meeting at the System Office or by videoconference. We ask each employer utilizing these classifications to please participate in this process. Any additional contact 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 update the classification/examination and change the delivery format of the examination from an applicant-rated paper format to an employer-rated electronic test.

The classification/examination development process requires all participants to exercise discretion and to strictly maintain the confidentiality and security of all examination materials. Any person involved in any step of the examination development process who discloses, distributes, or wrongfully maintains materials used in the development and/or final distribution

of an examination shall be in violation of the State Universities Civil Service Act (110 ILCS 70/37), and subject to severe employment and criminal consequences. Following the development and implementation of the final examination to be used for this classification or series, all electronic or paper copies of any examination documents must be deleted from your emails, computers, external hard drives, etc.

Contact Torre Walls at (217) 278-3150, Ext. 230, or by email at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us) if you need any additional information or clarification.

Classification/Examination Review: Collection Specialist series

Meeting Date: **April 18, 2012 – 10:00 a.m.**

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

***Please respond by April 16, 2012 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 |
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