

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: Jeff Brownfield
Manager, Operations Division

SUBJECT: Notice of Specification/Examination Revision for the Administrative Assistant
and Administrative Aide

DATE: May 22, 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 Administrative Assistant and Administrative Aide classifications. In this instance, our primary objective is to revise the class specifications, update the examinations including a transition to electronic format which may include an Electronic Knowledge Test (E-Test) and/or Credentials Assessment model. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

Current Class

Administrative Assistant I
Administrative Aide

Proposed Class

Administrative Assistant (TBD)
Administrative Aide (TBD)

This proposal will be formally reviewed at a meeting on May 31, 2012 at **9:00 a.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.

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 me at (217) 278-3150, Ext. 236, or by email at jeffb@sucss.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Administrative Assistant and Administrative Aide

Meeting Date: May 31, 2012 – 9:00 a.m.

University/Agency: _____

Please respond by May 30, 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