

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 Motorcycle Safety
Specialist

DATE: April 12, 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 Motorcycle Safety Specialist classification. In this instance, our primary objective is to simply convert the current examination to a 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

Motorcycle Safety Specialist

Proposed Class

Motorcycle Safety Specialist

This proposal will be formally reviewed at a meeting on **April 18, 2012 at 2:00 p.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. Due to the minor revisions to the class specifications and examination, 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.***

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.

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

Classification/Examination Review: Motorcycle Safety Specialist

Meeting Date: **April 18, 2012 – 2:00 p.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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