

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 Walls  
Human Resource Officer

SUBJECT: Notice of Specification/Examination Revision for the Purchasing Officer Series

DATE: October 13, 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 Purchasing Officer Series. In this instance, our primary objective is to simply 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**

Purchasing Officer I  
Purchasing Officer II  
Purchasing Officer III  
Purchasing Officer IV

**Proposed Classes**

Purchasing Officer I  
Purchasing Officer II  
Purchasing Officer III  
Purchasing Officer IV

This proposal will be formally reviewed at a meeting on **October 26, 2011 at 1:30 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 specifications 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.***

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 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: Purchasing Officer Series

Meeting Date: **October 26, 2011 - 1:30 p.m.**

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

***Please respond by October 25, 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