

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*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 Publications Production  
Expediter Classification

DATE: July 13, 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 Publications Production Expediter 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.

This proposal is to notify you of our planned conversion from the current Supplemental Information Test. We do not plan to substantively revise the classification specification for this examination, but we will be minimally changing the specification format to coincide with our standardized model. Confidential examination materials will be distributed later to meeting participants.

### **Current Class**

Publications Production Expediter

### **Proposed Class**

Publications Production Expediter

This proposal will be formally reviewed at a meeting on **July 18, 2012 at 4:00 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.***

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.illinois.gov](mailto:torrew@sucss.illinois.gov) if you need any additional information or clarification.

Classification/Examination Review: Publications Production Expediter

Meeting Date: **July 18, 2012 at 4:00 p.m.**

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

***Please respond by July 17, 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