

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
1717 Philo Road, Suite 24  
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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: Jeff Brownfield  
Operations Division Manager

SUBJECT: Notice of Specification/Examination Revision for the Student Judicial Programs Series

DATE: February 5, 2013

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 Student Judicial Programs Series. In this instance, our primary objective is to simply convert the current examinations 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 Knowledge Test. We do not plan to substantively revise the classification specifications for this series, 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 Classes**

Student Judicial Advisor  
Director of Student Judicial Programs

**Proposed Classes**

Student Judicial Advisor  
Director of Student Judicial Programs

This proposal will be formally reviewed at a meeting on **February 20, 2013 at 10:00 a.m.** You are invited to attend the meeting at the System Office, 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. Videoconference exam materials will be sent prior to the meeting. 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 Jeff Brownfield at (217) 278-3150, Ext. 236, or by email at jeffb@sucss.illinois.gov. if you need any additional information or clarification.

Classification/Examination Review: Student Judicial Programs Series

Meeting Date: **February 20, 2013 – 10:00 a.m.**

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

***Please respond by February 15, 2013 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