

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
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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: Gail E. Hankins  
Human Resource Associate

SUBJECT: Notice of Specification/Examination Revision of the Assistant Supervisor and  
Supervisor of Medical Social Services

DATE: April 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 Medical Social Services Series. In this instance, our primary objective is to revise the Minimum Acceptable Qualifications then update the 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**

Assistant Supervisor of Medical Social Services

Supervisor of Medical Social Services

**Proposed Class**

Assistant Supervisor of Medical Social  
Services

Supervisor of Medical Social Services

This proposal will be formally reviewed at a meeting on **April 18, 2013 at 2:00 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 specification 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. We plan to test the system the day before (April 17, 2013).***

Contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at [gailh@sucss.illinois.gov](mailto:gailh@sucss.illinois.gov). if you need any additional information or clarification.

Classification/Examination Review: Assistant Supervisor and Supervisor of Medical Social Services Series

Meeting Date: **April 18, 2013 - 2:00 p.m.**

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

***Please respond by April 16, 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