

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: Jeff Brownfield  
Operations Division

SUBJECT: Notice of Specification/Examination for the Storekeeping Series

DATE: March 22, 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. In this instance, our primary objective is to update the Storekeeping series and examination 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.

Confidential examination materials will be distributed later to meeting participants.

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

Classification/Examination Review: Storekeeping Series

Meeting Date: **April 10, 2013 - 10:00 a.m.**

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

***Please respond by April 8, 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.  
(Teleconference, Videoconference or Physically Attending)***

***If you plan to utilize videoconference for your participation, please indicate your IP address:***

\_\_\_\_\_

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>E-mail Address</b>	<b>Method of Participation</b>