

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 Development for Emergency Management Coordinator

DATE: May 6, 2013

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing an addition of Emergency Management Coordinator to the classification plan. In this instance, our primary objective is to simply develop a new class specification and Electronic (E-Test) Credentials Assessment model, which can be easily delivered in an electronic format. This addition should prove to be an efficient and effective tool in addressing the applicant recruitment and employment process for this occupational area.

Please note this is an initial review of this classification. Depending on discussion, there may be additional review of this classification/examination at the Police Chiefs meeting later in May 2013.

Confidential examination materials will be distributed later to meeting participants.

Proposed Class

Emergency Management Coordinator

This proposal will be formally reviewed at a meeting on Tuesday, **May 14, 2013 at 11:00 a.m.** You are invited to attend the meeting at the System Office in person or by videoconference. We ask each employer that plans to utilize this classification to please participate in this process. We do not anticipate a lengthy meeting. Class Specification and Examination information 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.

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

Classification/Examination Review: Emergency Management Coordinator

Meeting Date: **May 14, 2013 - 11:00 a.m.**

University/Agency: _____

Please respond by May 13, 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