

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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**John D. Montgomery  
Merit Board Vice Chair  
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**TO:** Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

**FROM:** Gail E. Hankins  
Operations Division

**SUBJECT:** Final Status Notice for the Police Series

**DATE:** June 28, 2013

The revised class specification and new Police Lieutenant examination will be effective August 15, 2013. The new Police Lieutenant examination will be available through E-Test on July 31, 2013. Notice of the voiding of registers must be given to those candidates on the Police Lieutenant employment register. On the effective date, new registers for the Police Lieutenant classification must be developed based on the successful completion of the new knowledge examination, prior to candidates being referred for interviews.

The Police Officer, Police Corporal, Police Sergeant, Police Captain and the Police Major/Deputy Chief examinations remain secure and intact. Employment registers for these classifications will stay in effect until further notice.

Police Series classifications are currently used by UIUC, UIC, UIS, SIUC, SIUE, SIU-SOM, EIU, NIU, WIU, NEIU, CSU, GSU, ISU. Revisions to specifications and the Police Lieutenant examination will be effective as detailed in the following chart.

<u>Current Class and Class Code</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
3086 Police Officer	Revise  Class Specification Only	144	Protective Services 13	Safety & Security Services 069	June 1, 2010
2787 Police Corporal	Revise  Class Specification Only	144	Protective Services 13	Safety & Security Services 069	June 1, 2010
3081 Police Sergeant	Revise  Class Specification and Examination	144	Protective Services 13	Safety & Security Services 069	June 1, 2010

<b>3076</b> <b>Police Lieutenant</b>	<b>Revise</b> <b>Class</b> <b>Specification</b> <b>and</b> <b>Examination</b>	<b>144</b>	<b>Managerial</b> <b>03</b>	<b>Safety &amp;</b> <b>Security</b> <b>Services</b> <b>069</b>	<b>August 15, 2013</b>
3068 Police Captain	Revise  Class Specification Only	144	Managerial 03	Safety & Security Services 069	June 1, 2010
2788 Police Major/Deputy Chief	Revise  Class Specification Only	144	Managerial 03	Safety & Security Services 069	June 1, 2010

#### Class Specifications

The class specification for the Police Lieutenant only has been modified and revised. The characteristic duties and responsibilities have been significantly revised, please carefully review the class specification for details. Please also note that compensatory qualifications and/or waivers may be secured for current employees not meeting the new minimum acceptable qualifications for a designated classification. For details on class specifications and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.state.il.us](http://www.sucss.state.il.us).

#### Examination Components/Instruments

The new examination for the Police Lieutenant will be effective August 15, 2013.

There are no changes to the content of the Police Officer, Police Corporal, Police Sergeant, Police Captain, Police Major/Deputy Chief examinations at this time. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.state.il.us](http://www.sucss.state.il.us).

#### Examination Availability

The new examining instruments for the Police Lieutenant will be available through E-Test on July 31, 2013 and will be designated with class title and effective date of examination. Each Employer will be able to access and utilize the new examining instrument (Credentials Assessment) in order to begin the first step in the reconstruction of the employment registers for this important occupational area. **Please note that any register, based on the Police Lieutenant new examination instrument, may only be used beginning July 31, 2013.**

#### Examination Directives

The registers for the Police Lieutenant will be voided at the close of business on August 14, 2013 by the University System Office. All testing materials related to this title will be voided. (If an employment transaction is in progress and will not be completed prior to the void date, please contact the University System Office for additional information.)

#### E-Test

Contacts including void letter/notice should be sent to each candidate who is listed on the current employment registers for Police Lieutenant via the E-Test system. Please use the E-Test Help Menu for special directions to generate appropriate communication. Please contact the system office if there are applicants who meet the Reemployment or Restoral Requirements for the designated classification. These transactions will be performed by the University System Office.

***Please note that any register, based on this new examination instrument for Police Lieutenant, may only be used beginning July 31, 2013. The Police Officer, Police Corporal, Police Sergeant, Police Captain, Police Major/Deputy Chief examinations will stay in effect until further notice. Current registers for these classifications should remain active.***

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment and movement of employees through the classification plan.

If you have any questions or need additional information, please contact Gail Hankins at (217) 278-3150 Ext. 232 or at [gailh@succs.illinois.gov](mailto:gailh@succs.illinois.gov).