


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

FROM: Lucinda M. Neitzel 
Assistant Director, Operations and Audit Division

SUBJECT: Meeting Notice of Specification/Examination for the Food Service Occupational Area

DATE: May 22, 2014

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing the revision to the classification plan. This letter is to notify you of a meeting to review the Class Specifications and to discuss the examination instruments for these classification series.

Current Class

Food Service Worker Series
Snack Bar Series
Cook Series
Baker Series
Kitchen Helper
1st Cook
2nd Cook
Grill Cook
Test Kitchen Cook

Proposed Classes

Food Service Series
Snack Bar/Food Court Series

Tentative Classification Implementation Ideas:

- Option 1: One classification series, allow each campus to combine all above listed classifications into one series, Food Service Series.
- Option 2 Allow two separate series, Snack Bar/Food Court Series and a Food Service Series.

This proposal will be formally reviewed at a meeting to be conducted on **Thursday, June 12 at 10:00 a.m.** You are invited to attend the meeting at the System Office or by Videoconference. Please provide your IP address if you wish to participate in this fashion.

We ask that each employer with the potential to utilize these classifications to please participate in this process. If you plan to participate via Videoconference, the necessary materials will be sent prior to the meeting. We plan to only discuss specification components at this meeting. Specific examination questions and Credential Assessment information will be discussed at subsequent meetings.

Please share this information as required, but keep in mind that the purpose of this meeting is to review the new class specification and topics related to a new proposed examinations. Please 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:

Meeting Date: **Thursday, June 12 at 10:00 a.m.**

University/Agency: _____

Please respond by June 10, 2014 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

***Please indicate which method of participation you will utilize below.
(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