

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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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 *LMN*
Assistant Director, Operations and Audit Division

SUBJECT: Meeting Notice of Specification/Examination for the Library Series

DATE: May 6, 2015

The State Universities Civil Service System (System Office) is proposing editing the Library Series, which is currently an active part of our established classification plan. This letter is to notify you of a meeting to review the Class Specification and to discuss the examination instrument for this classification series.

Current Class

Library Clerk
Library Assistant
Library Specialist
Senior Library Specialist
Library Operations Associate

Proposed Classes

Library Clerk
Library Assistant
Library Specialist
Senior Library Specialist
Library Operations Associate

This proposal will be formally reviewed at a meeting scheduled for **May 19, 2015 at 10:00 a.m.** You are welcome to attend this meeting either at the System Office or by Videoconference. The purpose of this classification review meeting is merely to confirm the duties being performed, to review and clarify the Minimum Acceptable Qualifications (MAQ's), and to an update of the Credential Assessment examinations.

Please be advised that this is **not** a full revision of the class specification or examination but rather an attempt to make some simple edits for clarification of the specification, MAQ's and examinations. Though Subject Matter Experts may be in attendance at the meeting, we will require their comments to be confined to simple edits or update to language/jargon used within this occupational area.

Please share this information as required with HR and campus staff. Please contact Jeff Brownfield at (217) 278-3150, Ext. 239, or by email at jeffb@sucss.illinois.gov if you need any additional information or clarification.

Classification/Examination Review: Library Series

Meeting Date: **May 19, 2015 at 10:00 a.m.**

University/Agency: _____

Please respond by May 18, 2015 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