

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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*James D. Montgomery
Merit Board Chair
Bruce John Finne
Interim Executive Director*

TO: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

FROM: Jeff Brownfield *JB*
Assistant Director, Classification, Examination, and Compensation

SUBJECT: Proposal and Meeting Notice for the Campus Transportation Operator Series

DATE: July 16, 2015

The State Universities Civil Service System (System Office) is proposing a potential revision to the Campus Transportation Operator Series. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

A concern has been brought to our attention that there is difficulty in recruiting for these positions and thus we need to explore if changes are necessary to the MAQs. As outlined below, the current classification specification series will remain intact but again we need to review this series to assure that we are able to recruit the best possible candidates.

Current Classification Series

2967(2810) Campus Transportation Operator
2968(2810) Head Campus Transportation Operator

Proposed/New Classification Series

Campus Transportation Operator
Head Campus Transportation Operator

This proposal will be formally reviewed at a meeting to be conducted on September 15, 2015 at 10:00 a.m. This meeting will focus on a review of the duties and the Minimum Acceptable Qualifications (MAQs) for the classification series. 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. .

Thank you in advance for your cooperation and feedback. Please contact Jeff Brownfield at 217/278-3150 Ext. 239 or via email at jeffb@sucss.illinois.gov.

Classification/Examination Review: Campus Transportation Operator Series

Meeting Date: September 15, 2015 at 10:00 a.m.

University/Agency: _____

Please respond by September 11, 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