


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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

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

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

SUBJECT: Meeting Notice Program/Student Advisor

DATE: September 2, 2015

Consistent with our transition and continual need to update protocols for class specifications, the State Universities Civil Service System (System Office) is proposing a revision to the 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

Program/Student Advisor

Proposed Classes

Program/Student Advisor

This proposal will be formally reviewed at a meeting to be conducted on September 29, 2015 at 10:00 a.m. You are invited to attend the meeting at the System Office or by Videoconference. We ask that each employer with the potential to utilize this classification to please participate in this process. For onsite participation, examination information will be distributed upon arrival to the System Office. If you plan to participate via Videoconference, the necessary examination materials will be sent prior to the meeting. Please provide your IP address if you wish to participate in this fashion.

The designated goal for this meeting is to simply restructure the current class specification/examination and to revisit the aspects of this classification that may infringe upon the standard PAA Academic Advisor roles within many campus departments. Please contact Jeff Brownfield at (217) 278-3150, Ext. 239 or at jeffb@sucss.illinois.gov if you need any additional information or clarification.

Classification/Examination Review: Program/Student Advisor

Meeting Date: September 29, 2015 at 10:00 a.m.

University/Agency: _____

Please respond by September 29, 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