

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Nancy Froelich
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives
Human Resource Directors
Classification Personnel

From: Jeffery Brownfield
Assistant Director
Classifications, Compensation, and Examinations Division

Date: March 29, 2004

Re: Job Description Request
(CCE-04-177)

We are revising the professional classifications for employees responsible for the establishment and implementation of plans assuring compliance with affirmative-action programs. Our goal continues to be the reduction of the number of classifications while ensuring distinguishable differences between classification levels within each series. Though we do not plan to consolidate the Equal Opportunity Officer series with another series, we are reviewing the possibility of reducing it to one classification. Please provide us with current job descriptions for all your employees in the three classifications of:

- Equal Opportunity Officer I
- Equal Opportunity Officer II
- Equal Opportunity Officer III

Based on a review of descriptions and our current research, we will develop draft class specifications and examinations. As always, we will conduct a meeting to review draft specifications and examinations, pretest the examinations, provide an opportunity for additional feedback based on the pretest processes/results and if necessary, conduct a final meeting to finalize the new specifications and examinations.

As needed, we may also request submission of knowledge questions for the new examination instruments. To ensure the opportunity for input, we will arrange a class specification and examination review meeting on a date to be announced in the future.

Please provide job descriptions for all employees in the three classifications to Roger Frick in Audit and Advisory Services by Monday, April 5, 2004. A draft proposal will be available from our web site <http://www.state.il.us/sucss/> in the future. Contact Roger at (217) 278-3150 or e-mail rogerf@sucss.state.il.us