

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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*Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

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

FROM: Gail E. Hankins
Human Resource Associate

SUBJECT: Notice of Specification/Examination Revision for the Police Lieutenant

DATE: May 6, 2013

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing a revision to the classification plan for the Police Officer Series. In this instance, our primary objective is to modify the class specification and convert the current Lieutenant examination process from Knowledge/Oral Board testing instruments to a credential Assessment testing model. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

We do not plan to substantively revise the classification specifications for this series, but we will be minimally changing the specification format to coincide with our standardized model. Confidential examination materials will be distributed later to meeting participants.

Please note this is an initial review of this classification. Depending on discussion, there may be additional review of this classification/examination at the Police Chiefs meeting later in May 2013.

Current Classes

Police Lieutenant

Proposed Classes

Police Lieutenant

This proposal will be formally reviewed at a meeting on Tuesday, **May 14, 2013 at 10:00 a.m.** You are invited to attend the meeting at the System Office in person or by videoconference. We ask each employer utilizing this classification to please participate in this process. Due to the minor revisions to the class specification and examination, we do not anticipate a lengthy meeting. Class Specification and Examination information will be sent prior to the meeting. For onsite participation, examination information will be distributed upon arrival to the System Office. ***If you plan to utilize videoconference for your participation, please indicate your IP address.***

Please share this information as required, but keep in mind that the purpose of this meeting is to simply change the delivery format of the examination from the Knowledge Test and Elongated Oral Board to a Credentials Assessment (an employer-rated electronic test). Contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@sucss.illinois.gov if you need any additional information or clarification.

Classification/Examination Review: Police Lieutenant

Meeting Date: **May 14, 2013 - 10:00 a.m.**

University/Agency: _____

Please respond by May 13, 2013 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

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