

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Joanne Maitland
*Merit Board Vice 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 Laboratory Mechanic Series

DATE: August 28, 2009
CCE -10-143

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 **Laboratory Mechanic Series**. In this instance, our primary objective is to simply convert the current examinations to an Electronic Knowledge Test (E-Test) and/or Credentials Assessment model, which can be easily delivered in an electronic format. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

This proposal is to notify you of our planned conversion from the current Knowledge Tests (Multiple-Choice, True-False, and Matching) and Supplemental Information etc. contained in this classification series to an electronic knowledge test and Credentials Assessment format within our E-Test System. Confidential examination materials will be distributed later to meeting participants.

Current Classes

Assistant Laboratory Mechanic
Laboratory Mechanic
Senior Laboratory Mechanic
Instrument Maker

Proposed Classes

Assistant Laboratory Mechanic
Laboratory Mechanic
Senior Laboratory Mechanic
Instrument Maker

This proposal will be formally reviewed at a meeting to be conducted on **September 23, 2009 at 2:00 p.m.** You are invited to attend the meeting at the System Office, by teleconference or by videoconference. We ask that each employer utilizing these classifications to please participate in this process. Substantial revisions were made to the class specifications. We will review both the class specification and the examination's pool of questions. Please bring any new questions that you have constructed with you. Conference call information will be sent prior to the meeting date along with examination information. 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 an applicant-rated paper format to an employer-rated electronic test. Please contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at gailh@succs.state.il.us if you need any additional information or clarification.

Classification/Examination Review: Laboratory Mechanic Series

Meeting Date: **September 23, 2009, 2:00 p.m.**

University/Agency: _____

Please respond September 21, 2009 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.
(Teleconference, Videoconference or Physically Attending)*

Name	Position	Department	E-mail Address	Method of Participation