

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Nancy Froelich
Merit Board Vice Chair
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Executive Director

DATE: May 17, 2004

TO: Designated Employer Representatives, Human Resource Directors,
Testing Personnel & Classification Personnel

FROM: Pulchratia L. Kinney-Smith
Classification, Compensation and Examination Division

SUBJECT: Ticket Specialist (Athletics) Series Proposal Notice
(CCE-04-223)

This notification serves to indicate a proposed revision to the State Universities Civil Service System classification plan. The System Office has prepared a draft classification series for use in the Ticket Sales occupational field. We believe that these changes will be most beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective continues to be development of an efficient and effective classification system that meets the needs of each university/agency.

The new Ticket Sales series is being proposed to replace several existing classifications. We have consolidated the current classification and series into a more definable series which now has distinguishable differences in duties and responsibilities. The classification and series under review are used by ISU, NIU, and UIUC.

Current Classes

Ticket Specialist I (Athletics)
Ticket Specialist II (Athletics)
Ticket Specialist III (Athletics)
Ticket Specialist IV (Athletics)

Ticket Control Supervisor

Proposed Classes

Ticket Sales Assistant
Ticket Sales Specialist
Ticket Sales Supervisor

The proposed revisions to these classifications will be discussed Thursday, June 10, 2004 via conference call at the System Office. The examination format and effective date will also be discussed.

Please contact me if you have any questions at 217/278-3150 or at pulchratiak@sucss.state.il.us.