

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

From: Pulchratia L. Kinney-Smith
Operations Division

Subject: Proposal Notice for the Events Administrator
(CCE-06-196)

Date: February 24, 2006

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the occupational area of Events Administrator. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

This proposal is presented for your review and comments.

Current Classes

Events Administrator
Events Administrator (Crowd Control)
Events Administrator (Concessions Operations)
Events Administrator (Ticket Control)

Proposed Classes

Events Administrator
Senior Events Administrator

The classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will also be reviewed during these meetings.

Please contact me if you have any questions at 217/278-3150 Ext 230 or at email pulchratiak@succs.state.il.us.