

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

John Brewster
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

DATE: October 28, 2003

TO: Designated Employer Representatives, Human Resources Directors,
Examination Personnel & Classification Personnel

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

SUBJECT: Special Events Facilitator Status Notice
(CCE-04-59)

This notification serves as a revision to the State Universities Civil Service System classification and examination plan. The System Office has revised the Special Events Facilitator – Office of the President classification and examination. Please incorporate the changes as directed below.

Class currently used by: SIU-C, SIU-MED, UIUC

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
1499 Special Events Facilitator-Office of the President	REVISE	1499 Special Events Facilitator	2	December 15, 2003

The Credential Assessment Rating Form for the Special Events Facilitator will be available for distribution on Friday, December 12, 2003.

The register for the Special Events Facilitator will be voided at the close of business Friday, December 12, 2003. The class specification and Credentials Assessment Rating Form for the Special Events Facilitator will be effective Monday, December 15, 2003.

Revised Instruments by Class pages will be sent prior to the effective date.

Please contact me if you have any questions.