

# 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, Personnel/Human Resource Directors,  
Testing and Classification Personnel

FROM: Cheryl K. Brown  
Classification, Compensation, and Examination Division

SUBJECT: Classification/Examination Review Meeting for the Surgical Services Supplies  
and Equipment Worker (CCE-04-266)

DATE: June 16, 2004

A Classification/Examination Review telephone conference is scheduled at the System Office for Tuesday, July 13, 2004, 10:00 - noon, to review the draft of the proposed Class Specification for the Surgical Services Supplies and Equipment Worker classification. The Surgical Services Supplies and Equipment Worker is a proposed new classification. Based on feedback obtained from our May 25 correspondence, we will not combine the proposed Surgical Services Supplies and Equipment Worker classification with the Supply Attendant classification. During the initial Classification/Examination Review Meeting, the proposed Class Specification and examination will be discussed.

Individuals knowledgeable of the duties and responsibilities of employees in this classification, supervisors of employees in this classification, union representatives, and a representative from the Personnel/Human Resource Office are encouraged to participate. A draft of the class specification is located on our website at [www.sucss.state.il.us](http://www.sucss.state.il.us).

Contact me at (217) 278-3150 or [cherylb@sucss.state.il.us](mailto:cherylb@sucss.state.il.us) if you plan to participate, or complete the bottom of this letter and return it to us no later than Friday, July 9, 2004. We look forward to your participation at this meeting.

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Please list names, titles, University/Agency, and e-mail addresses of individuals who plan to participate in the Classification/Examination Review Meeting on **Tuesday, July 13, 2004**, for the Surgical Services Supplies and Equipment Worker.

<u>Name</u>	<u>Title</u>	<u>University/Agency</u>	<u>E-mail Address</u>
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