

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Nancy Froelich**  
*Merit Board Vice Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

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

FROM: Jeffery Brownfield  
Assistant Director  
Classifications, Compensation, and Examinations Division

SUBJECT: Notice of a Conference Call - Flight Line Attendant Series  
(CCE-04-217)

DATE: May 12, 2004

We are reviewing the specifications and examinations of the current Flight Line Attendant series. As part of our business process, each review of a class specification or examination includes review of current classifications within the same occupational and work areas. This process often leads to collapsing and combining classifications that are similar in job function and content. The result of this process is the creation of new or revised class specifications and examinations. Our objective is to provide an efficient and effective classification system that meets the operational needs of each university and agency.

To assist us in completing this process we are forming a committee to review the current employment needs of universities and agencies within this classification series. We will coordinate committee activities and sponsor conference calls or meetings to develop new or revised class specifications and examinations. We are requesting your assistance in identifying individuals and supervisors knowledgeable of the duties and responsibilities of employees in the Flight Line Attendant series, or someone familiar with the flight line operations and the work performed by the current employees of this classification series to participate in an initial conference call on Thursday, May 20, 2004, at 10:00 a.m.

The conference agenda will include a review of operational needs, current class specifications, possible classification changes, and testing options. On or before Wednesday May 19, 2004 please contact Roger at (217) 278-3150 or e-mail [rogerf@succs.state.il.us](mailto:rogerf@succs.state.il.us) if you plan to participate in the conference's discussions, or complete the bottom portion of this notice and return it to us. Call or write if you have any questions. We are looking forward to hearing from you during our conference call.

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List names and titles of individuals who plan to participate in this initial conference call discussing the Flight Line Attendant series on Thursday, May 20, 2004.

<u>Name</u>	<u>Title</u>
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