

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 Conference Call - Housing Administrator Series
(CCE-04-219)

DATE: May12, 2004

We are reviewing the specifications and examinations of the current Housing Administrator 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 the committee activities and sponsor a series of meetings to develop new or revised class specifications and examinations. We are requesting your assistance in identifying individuals knowledgeable of the duties and responsibilities of employees in these classifications, supervisors of employees in these classifications, or someone familiar with the operations of housing facilities and related housing programs to participate in an initial conference call on Friday, May 28, 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 Tuesday, May 25, 2004, please contact Roger at (217) 278-3150 or e-mail rogerf@succs.state.il.us if you plan to attend 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 seeing you during this meeting.

List names and titles of individuals who plan to participate in this initial conference call discussing the Housing Administrator series on Friday, May 28, 2004.

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