

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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**Nancy Froelich
Merit Board Vice 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 Research Technologist Series
(CCE-04-188)

DATE: April 13, 2004

A Classification/Examination Review Meeting is scheduled at the System Office for Wednesday, April 28, 2004, 10:00 a.m.—2:00p.m., to review the draft of the revised Class Specification and Credentials Review for the Research Technologist series.

Individuals knowledgeable of the duties and responsibilities of employees in these classifications, supervisors of employees in these classifications, union representatives, and a representative from the Personnel/Human Resource Office are encouraged to attend. A draft of the class specification is located on our website at <http://www.state.il.us/sucss/cpm.asp>.

Contact me at (217) 278-3150 or 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 Tuesday, April 27, 2004. We look forward to your participation at this meeting.

Please list names, titles, University/Agency, and e-mail addresses of individuals who plan to participate in the Classification/Examination Review Meeting on **Wednesday, April 28, 2004**, for the Research Technologist Series.

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