

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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**Nancy Froelich
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director**

To: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Testing Personnel

From: Pulchratia L. Kinney-Smith
Classification, Compensation and Examination Division

Date: May 17, 2004

Re: Ticket Specialist (Athletics) Series Meeting Notice
(CCE-04-224)

As the System Office strives to provide an efficient and effective classification system that meets the needs of each university/agency, we are continuously working to revise and modify our business processes related to the creation/revision of class specifications and examinations.

The System Office will conduct a class specification review meeting for the Ticket Specialist (Athletics) Series via conference call on Thursday, June 10, 2004 at 10:00 a.m. in the System Office.

Attached is a copy of the proposed Ticket Sales Series class specification. Also included is a status notice indicating the revisions to these classifications.

Please provide any comments regarding the proposed class specifications and examinations no later than Wednesday, May 26, 2004. Please share this information with your departments, union groups, and/or employees who may be affected by these changes.

Contact me at (217) 278-3150 or at pulchratiak@sucss.state.il.us if you need any additional information or clarification.

Please respond by May 26, 2004

Classification: Ticket Specialist (Athletics) Series
Meeting Date: June 10, 2004, 10:00 a.m. via conference call

University/Agency: _____

Attendees (Name, position, department, e-mail address):
