

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

SUBJECT: Committee Meeting for Mechanic Related Classes
(CCE-04-150)

DATE: March 5, 2004

We received a request to review the Farm Mechanic, Grounds Equipment Mechanic, and Automotive Mechanic class specifications and examinations. The result of this review process will be the creation of new/revised class specifications and examinations. As part of our business process, each review of a class specification or examination usually includes an additional review of ‘like’ classifications within the same occupational or work area. This process often leads to collapsing and combining classifications that are similar in job function and content. Our overall objective is to provide an efficient and effective classification system that meets the operational needs of each university/agency.

To assist us in completing this process we are forming a committee to review the issues surrounding these classifications. We will coordinate the committee activities and sponsor a series of meetings to develop new/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 overall Garage/Mechanic operations to attend this initial meeting.

Our first meeting is scheduled for March 25, 2004, at 10:00 a.m., at the Civil Service System Office in Urbana. The meeting agenda will include a review of operational needs, current class specifications, possible classification changes, and testing options.

Contact me at (217) 278-3150 or pulchratiak@succs.state.il.us if you plan to attend or complete the bottom of this letter and return it to us, no later than Friday, March 12th. Call or write if you have any questions. We hope to see you at this meeting.

Please list name(s), title(s), & University/Agency of individual(s) who plan to attend the Classification/Examination Review Meeting on **Thursday, March 25, 2004** for the Mechanic related classes.

<u>Name</u>	<u>Title</u>	<u>University/Agency</u>
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_____	_____	_____
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