

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, Personnel/Human Resource Directors, Testing and Classification Personnel

FROM: Cheryl K. Brown
Classification, Compensation, and Examination Division

SUBJECT: Classification/Examination Review Meeting for Dental Hygienist

DATE: May 12, 2004
(CCE-04-222)

A telephone conference is scheduled for Thursday, May 27, 2004, at 10:00 a.m. to review the draft of the new class specifications and examinations for the Dental Hygienist. The telephone conference will focus on the class specification development and the exam structure. As you review the attached draft of the Dental Hygienist Class Specification, please consider the form the actual examination should take (i.e. as a Credentials Review, Knowledge Test, etc.).

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 contribute.

A draft of the Dental Hygienist Class Specification is attached will also be available Thursday, May 13, 2004, via our website www.state.il.us/sucss at the CPM & Status Notices link.

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 Monday, May 24, 2004. Contact us if you have questions. We look forward to your participation at this meeting.

Please list name(s), title(s), University/Agency, and e-mail addresses of individual(s) who plan to participate in the telephone conference Classification/Examination Review Meeting on **Thursday, May 27, 2004**, for the Dental Hygienist.

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