

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*

Bruce Friefeld
Merit Board 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 Bursar Series
(CCE-04-267)

DATE: June 16, 2004

A Classification/Examination Review telephone conference is scheduled at the System Office for Tuesday, July 6, 2004, 10:00 - noon, to review the draft of the revised Class Specification and Credentials Review for the Bursar 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 participate. A draft of the class specification is located on our website at www.sucss.state.il.us under Classification Status Notices. 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 Friday, July 2, 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 ***Tuesday, July 6, 2004***, for the Bursar Series.

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