

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, Human Resource Directors,
Testing & Classification Personnel

FROM: Pulchratia L. Kinney-Smith
Operations Division

SUBJECT: Classification/Examination Review Meeting for Food Service Related Classes
(CCE-05-105)

DATE: January 5, 2005

A meeting is scheduled for Tuesday, February 15, 2005 at 10:00 a.m. at the System Office to review the food service and kitchen sanitation classifications. As we work to increase the efficiencies in the classification and examination structure, we continue to structure classification groups into smaller, more definable series, which have distinguishable differences in duties and levels of responsibilities.

We will discuss pretest results, further class specification development, and consolidation, along with exam content. Additional meetings will be held as necessary.

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 Human Resource Office are encouraged to attend.

Please complete the bottom of this letter and return it to us, no later than Friday, February 4, 2005. Contact me at 217/278-3150, ext. 230 or pulchratiak@sucss.state.il.us if you have any questions.

Please list name(s), title(s), & University/Agency of individual(s) who plan to attend the Classification/Examination Review Meeting on **Tuesday, February 15, 2005** for the Food Service related classes.

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