

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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: Meeting for Events Administrator Classes
(CCE-06-195)

DATE: February 24, 2006

We received a request to review the Events Administrator 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. Our overall objective is to provide an efficient and effective classification system that meets the operational needs of each university/agency.

Consistent with our goal to periodically revise class specifications and examinations to assure appropriate assessment of requisite knowledge, skills and abilities, we are calling for a formal System review of all Events Administrator class specifications and examinations. We are therefore scheduling a formal meeting/conference call to review the class specifications and examinations for this series. As expected, we plan to transition this series of examinations into the new E-Test system.

The meeting will be conducted on **March 8, 2006 at 10:00 a.m., via conference call**, with the System Office. We ask that each employer utilizing these classifications to please participate in this process. Due to the limited number of revisions to the class specifications and exams, we do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date.

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 Ext. 230 or pulchratiak@succs.state.il.us if you need any additional information or clarification.

Please respond by March 6, 2006 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

Classification/Examination Review: Events Administrator Series
(Events Administrator, Senior Events Administrator)

Meeting Date: **March 8, 2006, 10:00 a.m.**

University/Agency: _____

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