

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



**Joanne Maitland  
Merit Board Vice Chair  
Lewis T. (Tom) Morelock  
Executive Director**

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel and Examination Personnel

FROM: Gail E. Hankins  
Human Resource Associate

SUBJECT: Notice of Specification/Examination for the Aesthetician

DATE: October 9, 2009  
CCE -10-206

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing an addition to the classification plan.

This letter is to notify you of a meeting to review the Class Specification and examining instrument (Credentials Assessment format within our E-Test System) for a new classification. Confidential examination materials will be distributed later to meeting participants.

**Proposed Class**

Aesthetician

This proposal will be formally reviewed at a meeting to be conducted on **October 15, 2009 at 2:30 p.m.** You are invited to attend the meeting at the System Office, by teleconference or by videoconference. We ask that each employer utilizing these classifications to please participate in this process. We do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date along with examination information. For onsite participation, examination information will be distributed upon arrival to the System Office. ***If you plan to utilize videoconference for your participation, please indicate your IP address.***

Please share this information as required, but keep in mind that the purpose of this meeting is to review the new class specification and the proposed examination (an employer-rated electronic test). Please contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at [gailh@succs.state.il.us](mailto:gailh@succs.state.il.us) if you need any additional information or clarification.

Classification/Examination Review: Aesthetician

Meeting Date: **October 15, 2009, 2:30 p.m.**

University/Agency: \_\_\_\_\_

*Please respond October 13, 2009 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.*

*Please indicate which method of participation you will utilize below.  
(Teleconference, Videoconference or Physically Attending)*

Name	Position	Department	E-mail Address	Method of Participation