

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Personnel Directors, Testing and Classification Personnel, and Library Contacts

FROM: Gail E. Hankins, Human Resource Associate
Classification, Compensation, and Examination Division

SUBJECT: Classification/Examination Review Meeting for the Library Series and Classifications CCE-05-26

DATE: August 4, 2004

A meeting is scheduled for Tuesday, August 17, 2004 at 10:00 a.m. at the System Office to review a draft of the Library Series class specification and examinations. This current version of the class specification was developed by a sub-committee of CODSULI, in conjunction with our office.

This meeting will focus on finalizing the class specification and the development of examination instruments. As you review this draft, please consider the examination structure, i.e. Credentials Review and/or Knowledge Test. A copy of the class specification is attached and also available at our website, www.state.il.us/sucss by linking to the Classification Status Notices.

Individuals knowledgeable of the duties and responsibilities of employees in these classifications listed above, supervisors of employees in these classifications, union representatives, and a representative from the Personnel/Human Resource Office are encouraged to attend.

In anticipation of a lengthy meeting, we will be ordering box lunches. Please select one item from the list below, INCLUDING your beverage preference (Coke, Diet Coke, Sprite, Diet Sprite, Fresca, Pepsi, Diet Pepsi, 7-Up, Diet 7-Up, Mineral Water, Bottled Water are offered). The price is \$7.50 for lunches with a beverage.

Order only one:

Turkey Sandwich, Ham Sandwich, Roast Beef Sandwich, Chicken Salad Sandwich, Tuna Fish Salad Sandwich, Vegetarian Cheese Rarebit Sandwich, Chicken Salad and Mixed Greens, Tuna Fish Salad and Mixed Greens, Chicken Breast Caesar Salad, Chicken Breast over Pasta, Seared Salmon Filet over Pasta, Vegetables over Pasta

Please indicate your attendance by completing the attached form and returning it to the System Office by Thursday, August 12, 2004. Contact me if you have any questions at 217-278-3150 or at gailh@sucss.state.il.us

