

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

Bruce Friefield
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Human Resource Directors,
Testing & Classification Personnel

FROM: Pulchratia L. Kinney-Smith
Classification, Compensation, & Examination Division

SUBJECT: Classification/Examination Review Meeting for the Automotive Garage Technician Series
(CCE-05-24)

DATE: August 3, 2004

A meeting is scheduled for Tuesday, August 24, 2004 at 10:00 a.m. at the System Office to review the Automotive Technician Assistant, Automotive Technician, Automotive Body Repair Technician, Garage Sub-Foreman and Garage Foreman class specifications and examinations.

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

If you plan to attend, complete the bottom of this letter and return it to us, no later than Friday, August 20th. Contact me at (217) 278-3150 or pulchratiak@sucss.state.il.us if you have any questions. We hope to see you at this meeting.

Please list name(s), title(s), & University/Agency of individual(s) who plan to attend the Classification/Examination Review Meeting on **Tuesday, August 24, 2004** for the Automotive Garage Technician Series.

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