

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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*Bruce Friefeld
Merit Board Vice 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: Committee Meeting for Mechanic Related Classes
(CCE-05-121) **REVISED** Meeting Date

DATE: January 6, 2005

Due to scheduling conflicts, the meeting scheduled for Tuesday, February 1, 2005, at 10:00 a.m., at the System Office to review the Automotive Mechanic related classifications has been changed to **Wednesday, February 9, 2005**. We apologize for any inconvenience this change may have caused. As we work to increase the efficiencies in the classification and examination structure, we continue to structure classification groups into more definable series, which have distinguishable differences in duties and levels of responsibilities.

We will discuss pretest results, further class specification development, 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.

Contact me at (217) 278-3150 ext. 230 or pulchratiak@succs.state.il.us if you have any questions. We hope to see you at this meeting. Please complete the bottom of this letter and return it to us, no later than Friday, January 28, 2005.

Please list name(s), title(s), & University/Agency of individual(s) who plan to attend the Classification/Examination Review Meeting on **Wednesday, February 9, 2005** for the Mechanic related classes.

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