

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: Gail E. Hankins
Operations Division

SUBJECT: Classification/Examination Review Meeting for the Library Series
CCE-05-0215

DATE: April 20, 2005

A meeting is scheduled for Tuesday, May 10, 2005 at 10:00 a.m. at the System Office to finalize the Library Series class specifications and examinations.

Individuals knowledgeable of the duties and responsibilities of employees in these classifications, union representatives, 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, May 6th, 2005. Contact me at (217) 278-3150, ext. 232 or gailh@succs.state.il.us if you have any questions. We hope you are available to attend.

Please list name(s), title(s), & University/Agency of individual(s) who plan to attend the Classification/Examination Review Meeting on **Tuesday, May 10, 2005** for the Library Series.

University/Agency _____

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
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