

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Joanne Maitland
Merit Board Chair
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Executive Director*

To: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

From: Gail Hankins, Human Resource Associate

Subject: Proposal Notice for the Extension Program Coordinator
(CCE-11-340)

Date: March 28, 2011

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the Professional occupational area. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

The proposed Extension Program Coordinator will replace the current Extension Program Coordinator. This proposal is presented for your review and comments.

Current Class

Extension Program Coordinator

Proposed Class

Extension Program Coordinator

The classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will also be reviewed during these meetings.

Please contact Gail Hankins if you have any questions at 217/278-3150 Ext. 232 or at email gailh@sucss.state.il.us.