

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Nancy Froelich
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives
Human Resource Directors
Classification Personnel

From: Roger Frick
Human Resource Officer
Classification, Compensation and Examination Division

Date: March 24, 2004

Re: Job Description Request
(CCE-04-167)

We are revising the classification series for employees involved in the management of university housing programs. Our goal continues to be the reduction of the number of classifications while ensuring distinguishable differences between classification levels within each series. Though we do not plan to consolidate the Housing Administrator series with another series, we are reviewing the possibility of reducing it to three classifications. Please provide us with current job descriptions for all your employees in the four classifications of:

- Housing Administrator I
- Housing Administrator II
- Housing Administrator III
- Housing Administrator IV.

Based on a review of descriptions and our current research, we will develop draft class specifications and examinations. As always, we will conduct a meeting to review draft specifications and examinations, pretest the examinations, provide an opportunity for additional feedback based on the pretest processes/results and if necessary, conduct a final meeting to finalize the new specifications and examinations.

As needed, we may also request submission of knowledge questions for the new examination instruments. To ensure the opportunity for input, we will arrange a class specification and examination review meeting on a date to be announced in the future.

Please provide the job descriptions by Thursday, April 1, 2004. A draft proposal will be available from our web site <http://www.state.il.us/sucss/> in the future. Contact me at (217) 278-3150 or e-mail rogerf@sucss.state.il.us.