

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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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: Pulchratia L. Kinney-Smith
Classification, Compensation, Examination Division

Date: March 30, 2004

Re: Class Specification/Examination Review
(CCE-04-170)

Based on a request from one of our member universities, the Classification, Compensation and Examination Division is preparing to review the Ticket Specialist series. Our goal continues to be to reduce the number of total classifications/examinations and to ensure that there are distinguishable differences between levels within a classification series.

Please provide 3-4 job descriptions that best represent how your university/agency uses the following classification:

Ticket Specialist I
Ticket Specialist II
Ticket Specialist III
Ticket Specialist IV

Based on a review of these job descriptions, we will draft new class specifications. At a later date, we may request submission of knowledge questions for the new examination instruments. To assure the opportunity for input, we will arrange a class specification and examination review meeting. Please send copies of the job descriptions to our office by Monday, April 12, 2004, to Lucretia Williams. (Electronic job descriptions may be submitted to: lucretiaw@sucss.state.il.us).

Thank you for your assistance with this process. Contact me at 217/278-3150 or at pulchratiak@sucss.state.il.us if you need any additional information.