

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

From: Cheryl K. Brown
Human Resource Officer
Classification, Compensation, and Examination Division

Date: May 20, 2004

Re: Job Description Request
(CCE-04-230)

Based on a review of the class specifications and examinations, we are revising the Mental Health Counselor Series. This series includes

Mental Health Counselor I
Mental Health Counselor II

Please provide us with 3-4 job descriptions for each classification listed above which best represents how your university/agency uses the positions. Based on a review of the job descriptions and our on-going research, we will develop a draft class specification. We will then conduct a meeting to review the proposed specification and provide an opportunity for feedback and to finalize the new specification and examinations.

We will provide a meeting announcement notice which will include any additional instructions or request for supplemental material at a later date.

Please provide the job descriptions by June 2, 2004. Thank you for your assistance with this process. Contact me at (217) 278-3150 or e-mail to cherylb@sucss.state.il.us