

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: Pulchratia L. Kinney-Smith
Classification, Compensation, and Examination Division

Date: April 14, 2004

Re: Medical & Cardiac Sonographer Series Job Description Request
(CCE-04-184)

Based on a review of the class specifications and examinations, the Classification, Compensation, and Examination Division is preparing to review the Medical Sonographer series and the Cardiac Sonographer 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 us with 3-4 job descriptions for each classification listed below which best represents how your university/agency uses the following classifications:

Medical Sonographer I	Cardiac Sonographer I
Medical Sonographer II	Cardiac Sonographer II
Medical Sonographer III	Cardiac Sonographer III

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. Please send the job descriptions by April 30, 2004 to Lucretia Williams (lucretiaw@sucss.state.il.us).

We will distribute a meeting announcement notice including additional instructions and/or request for supplemental material at a later date.

Thank you for your assistance with this process. Contact me at (217) 278-3150 or e-mail to pulchratiak@sucss.state.il.us if you need additional information.