

TO: Designated Employer Representatives, Human Resources Directors,  
Classification Personnel and Examination Personnel

FROM: **NAME**  
Classification, Examination, and Compensation Division

SUBJECT: Notice of Specification/Examination Revision

DATE:

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the University System Office is proposing a revision to the following classification(s):

**Listing of Classification(s)**

This notification is intended to inform you of the following revisions to the designated classification specifications and/or examination:

**Statement of Proposed Revisions**

Information relevant to this proposed revision is attached for your review and comments. This information can also be viewed on our website, [www.sucss.illinois.gov](http://www.sucss.illinois.gov), under the Classification Status Notice section.

This proposal will be formally reviewed at a meeting to be conducted on **DATE**. You are invited to attend the meeting at the University System Office or by teleconference. Conference call information will be sent prior to the meeting date along with other confidential specification/examination information. For onsite participation, other confidential information will be distributed upon arrival at the University System Office.

Please share this information with appropriate parties as necessary. Please contact **NAME** at 217.278.3150, ext. **NUMBER** or by email at **ADDRESS** by **DATE** if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.

Please be prepared to indicate the method of participation and provide a detailed list of attendees.