

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,
Testing & Classification Personnel

FROM: Jeffery Brownfield
Assistant Director
Classifications, Compensation, and Examinations Division

SUBJECT: Classification Examination Review Conference Call - Housing Administrator Series
(CCE-05-10)

DATE: July 10, 2004

A conference call is scheduled for Friday July 23, 2004 at 10:00 a.m. to review the second draft of the proposed specification for the Housing Administrator series. Our call will focus on enhancing the composition of this second draft and the development of an examination structure. As you review this second draft, please consider the potential forms of the examination (i.e. Credentials Review and/or Knowledge Test). A copy is attached and available at our website, www.state.il.us/sucss by linking to Classification Status Notices.

Individuals and supervisors knowledgeable of the duties and responsibilities of employees in the Housing Administrator series, labor union representatives, and representatives from the Human Resources Office are asked to participate. Please contact Roger before Monday July 19, 2004, at (217) 278-3150 or e-mail rogerf@sucss.state.il.us if you plan to participate in the conference discussions, or complete the bottom portion of this notice and return it to us. Call, email, or write if you have comments or any questions.

Our objective is to provide an efficient and effective classification system that identifies the best qualified applicants and meets the operational needs of each employer. We are looking forward to hearing from you during our conference call.

List names and titles of individuals who plan to participate in the conference call discussing the Housing Administrator series on Friday July 23, 2004.

Name

Title

E-mail Address
