

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Lucinda M. Neitzel *LMN*
Assistant Director, Classification, Examination and Compensation

DATE: September 8, 2016

RE: Job Description Request – Retail Sales Associate Series

As a matter of routine classification plan maintenance, we are planning to revise and update the following classifications and corresponding examination instruments:

Bookstore Clerk Series -

- **Bookstore Clerk I and II**
- **Bookstore Department Supervisor**

Bookstore Manager Series -

- **Assistant Bookstore Manager**
- **Bookstore Manager**

Cash Register Operator Series -

- **Cash Register Operator**
- **Cash Register Supervisor**

Food Service Cashier

In order to assist us with our research, please provide us with all of the job descriptions for the classifications listed above which best represents how your university/agency uses this position. (If possible please provide the documents in electronic format). We will use the duty information contained within the position description as one source of data as we conduct a thorough job analysis while working to review the class specification and examination. In addition, we will also be using an outside consultant to assist in this revision process.

We will be conducting a meeting to review the proposed specification and examination and provide an opportunity for feedback. We will also provide a meeting announcement notice which will include any additional instructions or request for supplemental material at a later date.

Thank you for your assistance with this process. ***Please provide the necessary position description(s) to our office by September 23, 2016.*** If you have any questions or need additional information, please contact Cindy Neitzel at (217) 278-3150 Ext. 236 or cindyn@sucss.illinois.gov.