

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Example 1.2b
Revised – 5/16/2012

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

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

FROM: Jeff Brownfield
Manager, Operations 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, 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.

OFFICE 217/278-3150 FAX 217/278-3159 TTY 217/278-3160
www.sucss.illinois.gov