

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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John Brewster
Merit Board Chair
Walter G. Ingerski
Director

TO: Designated Employer Representatives/Personnel Directors
Chair, State Universities Civil Service Advisory Committee

FROM: Dennis N. Smith 
Deputy Director

DATE: October 4, 2000

RE: **Revision #6 to the Procedures Manuals**

Enclosed is a revision to the Procedures Manual for Principal Administrative Appointments. Please make sure that you reproduce the number of copies for each of the manuals that you have made in addition to the one we sent.

This revision establishes the use of a standard job description form for jobs exempted under any of the Standard Job Titles. Employers currently utilizing the Principal Administrative Position Exemption form (PAPE) to describe these jobs may continue to utilize that form if desired.

Should you have any questions concerning this matter, please contact Ken Price at the above address or by e-mail at kenp@sucss.state.il.us.

SECTION – PRINCIPAL ADMINISTRATIVE APPOINTMENTS

| <i>REMOVE</i> | | <i>INSERT</i> | |
|----------------------|-------------|----------------------|-------------|
| 1.2 | Page 1 of 1 | 1.2 | Page 1 of 1 |
| | | Example 1.2b | Page 1 of 1 |