




Pat Quinn
Governor

Jay Rowell
Director

March 14, 2014

Ms. Anne E. Szkatulski


Chicago, Illinois 60661

Dear Ms. Szkatulski:

Congratulations on your appointment to a Senior Public Service Administrator, Option I, Principal Assistant to the Director of the Illinois Department of Employment Security.


Your official start date will be Monday, March 24, 2014. On that date, please come to Human Resource Management, 33 S. State Street, 8th floor, Room 8112, Chicago, Illinois, at 8:30 a.m. I will introduce you to the Human Resource and Labor Relations staff, as well as, walk you to your office, located on the 9th floor.

The offered position is a full time position at an annual salary of \$66,640; you will be paid twice per month. A regular scheduled working day is from 8:30 a.m. - 5:00 p.m., with two 15-minute breaks and one hour for lunch. You will be scheduled for a New Employee Orientation session that will go over benefits, time and leave, and the agency's policies and procedures.

If you have any questions or if you are unable to report as scheduled, please call me at (312)793-5707.

Congratulations again and I look forward to seeing you on March 24th.

Sincerely,


Sudi Garcia
Human Resource Management

cc: Official file