

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

From: Pulchratia L. Kinney-Smith
Operations Division

Subject: Proposal Notice for the Admissions/Records Officer
(CCE-06-233)

Date: April 4, 2006

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the occupational area of Admissions/Records. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

This proposal is presented for your review and comments. Proposed revisions to the class specification and exams are based on data collected via the Computerized-Job Analysis Survey Instrument (C-JASI). The changes to the class specification are relatively minor.

Current Classes

Admissions/Records Officer I
Admissions/Records Officer II
Admissions/Records Officer III

Proposed Classes

Admissions & Records Representative
Admissions & Records Officer
Admissions & Records Supervisor

The classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will also be reviewed during these meetings.

Please contact me if you have any questions at 217/278-3150 Ext 230 or at email pulchratiak@succs.state.il.us.