


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

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

FROM: Lucinda M. Neitzel 
Assistant Director, Operations and Audit Division

SUBJECT: Meeting Notice of Specification/Examination for the Reimbursement Coding Series

DATE: June 23, 2014

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing the revision to the classification plan. This letter is to notify you of a meeting to review the Class Specification and to discuss the examination instrument for this classification series.

Current Class

Reimbursement Coding Specialist I
Reimbursement Coding Specialist II
Reimbursement Coding Specialist III

Proposed Classes

Reimbursement Coder
Reimbursement Coding Specialist
Reimbursement Coding Supervisor

Please note – this meeting is designated for review of the final class specification changes and specifically to review current knowledge questions. We request that HR representatives meet with the subject matter experts prior to this meeting so that we can focus on which current knowledge questions are relevant for the new examination and determine if any new questions need to be developed.

This proposal will be formally reviewed at a meeting to be conducted on **July 1, 2014 at 10:00 a.m.** You are invited to attend the meeting at the System Office or by Videoconference. We ask that each employer with the potential to utilize these classifications to please participate in this process. For onsite participation, examination information will be distributed upon arrival to the System Office. If you plan to participate via Videoconference, the necessary examination materials will be sent prior to the meeting. Please provide your IP address if you wish to participate in this fashion.

Please share this information as required, but keep in mind that the purpose of this meeting is to review the new class specification and topics related to the new/proposed examinations. Please contact Lucinda Neitzel at (217) 278-3150, Ext. 239, or by email at cindyn@sucss.illinois.gov if you need any additional information or clarification.

Classification/Examination Review:

Meeting Date: **July 1, 2014 at 10:00 a.m.**

University/Agency: _____

*Please respond by **June 30, 2014** if your university/agency plans to participate in the Class Specification and Examination Review Meeting.*

***Please indicate which method of participation you will utilize below.
(Videoconference or Physically Attending)***

If you plan to utilize videoconference for your participation, please indicate your IP address:

Name	Position	Department	E-mail Address	Method of Participation