

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Lucinda M. Neitzel *lma*
Assistant Director, Classification, Examination and Compensation

SUBJECT: Proposal Notice for the Retail Sales Associate Series

DATE: September 8, 2016

The State Universities Civil Service System (System Office) is proposing revisions to the Bookstore Clerk Series, Bookstore Manager Series, Food Service Cashier and Cash Register Operator Series. 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.

As outlined below, the current classifications will transition to those being proposed:

<u>Current Classification</u>	<u>Proposed/New Classification Series</u>
Bookstore Clerk I	Retail Associate
Bookstore Clerk II	Retail Associate
Cash Register Operator	Retail Associate
Food Service Cashier	Retail Associate
Bookstore Department Supervisor	Retail Supervisor
Cash Register Supervisor	Retail Supervisor
Assistant Bookstore Manager	Retail Assistant Manager
Bookstore Manager	Retail Manager

This 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. To allow ample time for all parties to provide initial comments and feedback regarding this proposal, the dates and times for these meetings have yet to be determined. You will be notified by this office through a Meeting Notice once they have been scheduled.

Thank you in advance for your cooperation and feedback. Please contact Cindy Neitzel at 217/278-3150 Ext. 236 or via email cindyn@sucss.illinois.gov.