

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

FROM: Gail Hankins
Human Resource Associate, Classification, Examination and Compensation

SUBJECT: Proposal Notice for the Human Resource Associate

DATE: August 1, 2019

The State Universities Civil Service System (System Office) is proposing a revision to the Human Resource Associate. 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 classification specification will transition to the one being proposed:

<u>Current Classification</u>	<u>Proposed/New Classification</u>
Human Resource Associate	Human Resource Associate

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 Gail Hankins at 217/278-3150 Ext. 240 or via email at GailHankins@sucss.illinois.gov.