


# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Urbana, Illinois 61802-6099



Julie Annette Jones  
Merit Board Chair  
Jeff Brownfield  
Executive Director

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

FROM: Lauren Aceves   
Human Resource Officer, Classification, Examination and Compensation

DATE: March 30, 2020

RE: Proposal Notice for Business/Administrative Associate

The State Universities Civil Service System (System Office) is proposing a revision to the Business/Administrative Associate classification. 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 series will transition to those being proposed:

**Current Classification Series**

Business/Administrative Associate

**Proposed/New Classification Series**

Business/Administrative 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. If you have any questions or need additional information, please contact Lauren Aceves at (217) 278-3155 or [laurena@sucss.illinois.gov](mailto:laurena@sucss.illinois.gov).