

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*Julie Annette Jones  
Merit Board Chair  
Jeff Brownfield  
Executive Director*

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

FROM: Danielle Routh   
Human Resource Manager, Classification, Examination and Compensation

SUBJECT: Proposal Notice for Medical Records Technician

DATE: December 17, 2020

The State Universities Civil Service System (System Office) is proposing a revision to the Medical Records Technician 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 is being proposed:

- Medical Records Technician

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 Danielle Routh at [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).