


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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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: February 17, 2021

RE: Proposal Notice for Medical Records Administrator

The State Universities Civil Service System (System Office) is proposing a revision to the Medical Records Administrator Series 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

Medical Records Administrator I
Medical Records Administrator II
Medical Records Administrator III

Proposed/New Classification Series

Health Information Technician
Health Information Specialist
Health Information Administrator

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.