

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: Omeka Brown *OB*
Human Resource Representative, Classification, Examination and Compensation

SUBJECT: Proposal Notice for the Benefits Counselor Series

DATE: April 7, 2021

The State Universities Civil Service System (System Office) is proposing a revision to the Benefits Counselor 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 classification specification series will transition to those being proposed:

Current Classification Series

Benefits Representative
Benefits Officer
Benefits Counselor
Benefits Service Supervisor

Proposed/New Classification Series

Benefits Representative
Benefits Officer
Benefits Counselor
Benefits Service Supervisor

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by the 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 Omeka Brown at (217) 278-3153 or omekab@sucss.illinois.gov.