


# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

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

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

SUBJECT: Proposal Notice for Admissions/Records Specialist Series

DATE: March 18, 2021

The State Universities Civil Service System (System Office) is proposing a revision to the Chief Broadcasting Engineer 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

Admissions/ Records Specialist I  
Admissions/ Records Specialist II

Proposed/New Classification Series

Admissions and Records Assistant  
Admissions and Records Representative  
Admissions and Records Officer  
Admissions and Records Coordinator

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 [laurena@sucss.illinois.gov](mailto:laurena@sucss.illinois.gov).