

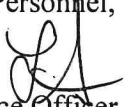
STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*Jill Smart
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 the Admissions and Records Series

DATE: July 11, 2019

The State Universities Civil Service System (System Office) is proposing a revision to the following classification(s). 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.

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide as the proposal notification for revision to the following classification(s):

**Admissions and Records Representative
Admissions and Records Officer
Admissions and Records Supervisor**

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.

If you have any questions or need additional information, please contact Lauren Aceves at (217) 278-3150 Ext. 232 or laurenh@sucss.illinois.gov.

Thank you in advance for your cooperation and feedback.