

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Julie Annette Jones
Merit Board Chair
Gail Schiesser
Interim Executive Director*

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

FROM: Noel Rowe^{NR}, Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Proposal Notice for the Laboratory Helper

DATE: November 18, 2021

The State Universities Civil Service System (System Office) is proposing a revision to the Laboratory Helper. 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 is being proposed:

- Laboratory Helper

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 Noel Rowe at (217) 560-6202 or noelr@sucss.illinois.gov.