

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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

TO: Designated Employer Representatives, Classification and Testing Personnel

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

DATE: November 30, 2021

RE: Proposal Notice for University Budget Officer Series

The State Universities Civil Service System (University System) is proposing a revision to the University Budget Officer Series 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.

As outlined below, the current classification specification series will transition to those being proposed:

**Assistant University Budget Officer
University Budget Officer**

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by University System 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.