

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Urbana, Illinois 61802-6099



Julie Annette Jones
Merit Board Chair
Gail Schiesser
Interim Executive Director

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

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

DATE: October 20, 2021

RE: Proposal Notice for Human Resource Series

The State Universities Civil Service System (University System) is proposing a revision to the Human Resource 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:

<u>Current Classification Title(s)</u>	<u>Proposed/New Classification Title(s)</u>
Human Resource Assistant	Human Resource Representative
Human Resource Representative	Human Resource Representative
Human Resource Officer	Human Resource Officer
Human Resource Assistant Manager	Human Resource Specialist
Human Resource Manager	Human Resource Coordinator

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.