

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Jonah Jett   
Human Resource Officer, Classification, Examination, and Compensation

SUBJECT: Proposal Notice for the Child Care Assistant

DATE: January 21, 2022

The State Universities Civil Service System (University System Office) is proposing a revision to the Child Care Assistant 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:

- Child Care Assistant

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by the University 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 Jonah Jett at (217) 278-3153 or [jonahj@sucss.illinois.gov](mailto:jonahj@sucss.illinois.gov).