

# 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: Noel Rowe  
Human Resource Officer, Classification, Examination and Compensation

DATE: January 3, 2022

RE: Proposal Notice for Medical Insurance Series

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

Medical Insurance Representative  
Medical Insurance Associate  
Medical Insurance Specialist  
Medical Insurance Assistant Manager  
Medical Insurance Manager

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