

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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

**TO:** Designated Employer Representatives, Classification and Testing Personnel

**FROM:** Noel Rowe, Human Resource Associate  
Classification, Examination, and Compensation

**DATE:** March 3, 2023

**RE:** Proposal Notice for Clinic Nurse Series, Professional Nursing Series, Licensed Practical Nurse Series, and the Certified Clinic Nurse

The State Universities Civil Service System (University System) proposes revising the below nursing classification(s). 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 specifications that will be included in this revision are:

<u>Clinic Nurse Series</u>	<u>Professional Nursing Series</u>	<u>Licensed Practical Nurse Series</u>	<u>Certified Clinic Nurse</u>
<ul style="list-style-type: none"><li>○ Clinic Nurse</li><li>○ Charge Nurse</li><li>○ Nurse Administrator</li></ul>	<ul style="list-style-type: none"><li>○ Staff Nurse I</li><li>○ Staff Nurse II</li><li>○ Administrative Nurse I</li><li>○ Administrative Nurse II</li><li>○ Administrative Nurse III</li></ul>	<ul style="list-style-type: none"><li>○ Licensed Practical Nurse I</li><li>○ Licensed Practical Nurse II</li></ul>	

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. This office will notify you 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 get in touch with Noel Rowe at (217) 560-6202 or [noelr@sucss.illinois.gov](mailto:noelr@sucss.illinois.gov).