

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: Danielle Routh
Human Resource Manager, Classification, Examination, and Compensation

DATE: April 6, 2023

RE: Proposal Notice for CART Captioner Classification

The State Universities Civil Service System (University System) proposes developing a Communication Access Realtime Translation (CART) Captioner Classification. 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.

The CART Captioner is a new classification specification being proposed.

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 contact Danielle Routh at (217) 278-3156 or danieller@sucss.illinois.gov.