

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Nancy Froelich
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director*

To: Designated Employer Representatives/Human Resource Directors

From: Cheryl K. Brown
Human Resource Officer
Classification, Compensation, and Examination Division

Date: April 23, 2004

Re: Job Description Request
(CCE-04-198)

Based on a review of the class specifications and examinations, we are revising the Bursar Series. Our goal continues to be to examine all of our classifications/examinations and to ensure that there are distinguishable differences between levels within a classification series and that our examinations produce the most qualified applicants.

The classifications currently being reviewed are:

Bursar
Assistant Bursar

Please provide us with 3-4 job descriptions for each classification listed above which best represent how your university/agency uses the positions. We are reviewing the job descriptions in the Bursar Series to determine its appropriateness as a Civil Service classification. Based on communication from users, a review of the job descriptions, and our on-going research, we will develop a draft class specification. We will then conduct a meeting to review the proposed specification and to provide an opportunity for feedback and to finalize the new class specification and examinations.

Please provide the job descriptions by May 14, 2004. Thank you for your assistance with this process. Contact me at (217) 278-3150 or e-mail to cherylb@sucss.state.il.us