

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Julie Annette Jones
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

FROM: Omeka Brown *OB*
Human Resource Representative, Classification, Examination and Compensation

SUBJECT: Accounting Clerk/Technician Series

DATE: July 27, 2020

The State Universities Civil Service System (System Office) is proposing a revision to the Accounting Clerk/Technician Series. 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:

Current Classification Series

Accounting Clerk
Account Technician I
Account Technician II
Account Technician III

Proposed/New Classification Series

Accounting Clerk
Account Technician
Account Technician Specialist
Account Technician Supervisor

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by 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.

Thank you in advance for your cooperation and feedback. If you have any questions or need additional information, please contact Omeka Brown at 217/278-3153 or via email at omekab@sucss.illinois.gov.