


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives
Human Resource Directors
Classification and Testing Personnel

FROM: Lewis T. (Tom) Morelock, 
Executive Director

RE: ***Final Status Notice***
Expiration of the Pilot Program – Broad Banding Classification and Examination Program
CCE-12-537

DATE: June 21, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5000 Accounting Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5010 Business/Administrative Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5020 Human Resource Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012

(continued)

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5030 Information Technology Manager/Administrative Coordinator	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5031 Information Technology Technical Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5032 Information Technology Support Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012

The Pilot Program identified above will officially expire on June 30, 2012. Effective July 1, 2012, the classifications referenced above will formally be transitioned to the standard civil service classification system. For ease of reference, this specific group of classifications will be identified as the 'Custom Classifications'. All current incumbents employed through the Pilot Program in these classifications shall simply retain their current seniority, and continue to accrue seniority in these classifications in accordance with standardized civil service guidelines.

Employment protocols associated with these classifications will be available for use in our E-test system. Employers will be able to define and manage Specialty Factors for these 'Custom Classifications' within the E-Test system. Additional communication, directions and any necessary training will be provided in this respect as we finalize the transition employment protocols for these classifications from paper based testing instruments to our electronic E-Test system.

As with any specific classification, universities and agencies are free to determine application and utilization levels based on their operational needs. A brief summary of the employment protocols applicable to these classifications follow:

- **Class Specification and Examination Components/Instruments**

Employers may use other working titles to further distinguish positions within these classifications.

Employers can supplement the Minimum Acceptable Qualifications through the use of assigned Specialty Factors for each position. Please remember that while pre-authorization is not required to assign specialty factors to positions in these classifications, each specialty factor designation must be carefully monitored and justified in accordance with standardized procedures.

Pre-employment applicant testing protocols include a credential assessment process to quickly provide ratings, with limited score variables, allowing for an efficient delivery of a highly qualified applicant pool. Employers must utilize the E-test system for these classifications.

In accordance with section 250.60(h)(10) of the Illinois Administrative Code (80 Ill. Adm. Code §250.60(h)(10)), employers have an opportunity to void employment registers following the selection process.

In accordance with the 'Rule of Three', the top three individuals on the employment register, and all tied scores, are referred and must be interviewed for each vacant position. However, if the employer has elected to participate in the new Demonstration Project, 'Rule of Three' Analysis, as recently approved by the Merit Board, then a new interpretation can be applied and the top three scores from the appropriate employment register may be referred and interviewed for each vacant position.

- **Pay Rate/Ranges**

Where necessary, employers should make adjustments to or establish pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs applicable to various operations and position specialties.

- **Seniority**

Final seniority in these classifications is determined by a two-tier analysis, classification designation and position requirements (Specialty Factors). In this transition process, all current incumbents in these classifications shall retain their accumulated seniority, and continue to accrue seniority, in accordance with standardized civil service guidelines.

The innovative employment protocols retained in the transition of these professional classifications to the standard classification plan is consistent with our efforts to provide a 'best practice' human resource model in the delivery of a highly qualified applicant pool for each vacant or new position.

Further information regarding the use of E-test for these 'Custom Classifications', and the implementation of the newly-approved Demonstration Project, 'Rule of Three' Analysis, will be released

June 21, 2012 – page 4
Final Status Notice (Pilot Program)

soon. Please contact Jeff Brownfield at the University System Office by calling 217.278.3150, ext. 236, or by email at jeffb@sucss.illinois.gov if you need additional information.