

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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To: Designated Employer Representatives
Human Resource Directors
Classification Personnel

From: Roger D. Frick
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Classifications, Compensation, and Examinations Division

Date: May 6, 2004

Subject: Proposal to Revise Housing Administrator Series
(CCE-04-255)

This notification proposes revisions to the class specifications and examinations of the Housing Administrator Series. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency. We believe this revision will enhance recruitment, employment, and retention efforts as well as the business operations of each employer's housing facilities and student life programs.

The proposal consolidates the existing four classification levels into three levels of classifications with categorically distinguishable differences in responsibilities. The Housing Administrator series is currently used by six employers: EIU, NIU SIU-C, SIU-E, UI-C, and UI-UC. Details regarding the development process of the proposed revisions to the specification for this classification series and allied examinations will be announced in the immediate future.

Please contact Roger at (217) 278-3150 or e-mail rogerf@succs.state.il.us if you have questions, comments, or need additional information.