

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*

**John Brewster
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director**

Date: January 9, 2004

Subject: Proposal for revision of the Library Series classification and examination plans
(CCE-04-97)

This notification serves to indicate a proposed revision to the State Universities Civil Service System classification and examination plan. At a Class Specification/Examination Review meeting held in November 2003, the System Office presented the initial draft of a new classification series for use in the Library occupational field. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency.

General Information

The new Library classification series is being proposed to replace several series and classifications including the Library Attendant, Library Clerk Series (Library Clerk I – Chief Library Clerk), Library Technical Assistant Series (Library Technical Assistant I – III/Specialist), Library Technical Assistant, Book Mender, Archives Specialist, Library Conservation/Preservation Assistant, and Library Operations Assistant. We have reduced and collapsed these classifications into a smaller, more definable series which now have distinguishable differences in duties and levels of responsibilities.

We believe that these changes will be most beneficial in addressing the recruitment, employment, and retention concerns surrounding this highly skilled staff and the constantly evolving technology advances associated with their operational activities.

Classes are currently used by: UI-C, UI-S, UI-UC, CSU, GSU, ISU, EIU, NIU (including Naperville, Rockford-Chance, and Hoffman Estates), WIU (including Quad Cities), SIU-C, SIU-E, SIU-SMS, PMS, and RMS.

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>**CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
0535 Library Attendant	DELETE		1	TBD
0771 Library Clerk I	DELETE		1	TBD
0772 Library Clerk II	DELETE		1	TBD
0773 Library Clerk III	DELETE		1	TBD
0774 Chief Library Clerk	DELETE		1	TBD
4810 Library Technical Assistant	DELETE		1	TBD
0259 Library Technical Assistant I	DELETE		1	TBD
0260 Library Technical Assistant II	DELETE		1	TBD
0261 Library Technical Assistant III/Specialist	DELETE		1	TBD
2655 Book Mender	DELETE		1	TBD
3750 Archives Specialist	DELETE		1	TBD
0258 Library Conservation/ Preservation Assistant	DELETE		1	TBD
4695 Library Operations Assistant	DELETE		1	TBD

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>**CHANGE-IN-TITLE POLICY</u>	<u>EFFECTIVE DATE</u>
	ADD	Library I	1	TBD
	ADD	Library II	1	TBD
	ADD	Library III	1	TBD
	ADD	Library IV	1	TBD
	ADD	Library V	1	TBD

**Please note, new change-in-title policy was effective December 23, 2003. Please review in the Classification Section of the University System Procedures Manual.

Details regarding deletion of class specifications and examinations, voiding registers, and availability will be distributed following the next class specification and exam review meeting. An effective date will also be set at this meeting.

Please contact Gail Hankins if you have any questions or need additional information at 217/278-3150 or at gailh@sucss.state.il.us.