

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

Date: January 8, 2004

To: Designated Employer Representatives, Human Resource Directors,
Examination Personnel & Classification Personnel

From: Jeff Brownfield, Assistant Director
Classification, Compensation and Examination Division

Subject: Classification Deletion (IT Management Group)
Information Technology Manager/Administrative Coordinator
(CCE-04-87) - UPDATE

Following the most recent comment period for updates to Information Technology classifications, the System Office is collapsing IT Management classifications. This notification serves as a revision to the State Universities Civil Service System classification and examination plan. In October 2003, the System Office established a new classification and examination for use in the Information Technology occupational field.

General Information

The new classification of Information Technology (IT) Manager/Administrative Coordinator replaces the entire IT Management Series including the classifications of Director, Associate Director, Manager, Assistant Manager, Network Specialist Coordinator/University Network Coordinator and the classification of Administrative Coordinator for User Services. 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.

In preparation for this action, we request that each employer review/update current job descriptions and evaluate the necessity to attach Specialized Position Certification (Specialty Factors) to any current position. Each employer should also review the overall IT operations and develop an internal compensation and certification program to be utilized specifically for the management of the individuals and the various positions that will be assigned to this new classification. We also encourage each employer to use the new classification for any future vacancy. Again, we will provide ample time and opportunity to convert positions from the above listed titles into the new classification. However, we encourage you to begin this process as soon as possible.

Examination

The IT Manager/Administrative Coordinator classification will become part of the Pilot Program. Credential Review (résumé based) examination instruments will be utilized.

Pay Rate/Ranges

Each university/agency will need to establish a pay range for the new classification. We believe that this pay range will be very broad. Establishing a wide pay range will optimize the opportunity of each university/agency to properly reflect their individual compensation programs for these operations and positions.

Instruments by Class

Revised Instrument by Class pages will be distributed to each university/agency.

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
1036 Associate Director	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04
1037 Director	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04
2421 Assistant Manager	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04
2422 Manager	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04
4831 Network Specialist Coordinator/University Network Coordinator	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04 Amended 1/7/04
0920 Administrative Coordinator for User Services	DELETE	5030 Information Technology Manager/Administrative Coordinator	1	10/01/04 Amended 1/7/04

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>EFFECTIVE DATE</u>
	ADD	5030 Information Technology Manager/Administrative Coordinator	10/1/04

Contact Jeff Brownfield at (217) 278-3150 or at jeffb@sucss.state.il.us if you need any additional information.