

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Marc Strauss
*Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

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

FROM: Torre L. Walls
Operations Division

SUBJECT: Final Status Notice for the Member Service Representative Series
CCE-09-159

DATE: October 13, 2008

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Classes currently used by: SURS

| <u>Current Classes</u> | <u>Action Proposed</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Effective Date</u> |
|---|------------------------|-------------------|--------------------------|------------------|-----------------------|
| 4819 Member Service Representative I | REVISE | 168 | 02/ Semi-Professional | 352 | 12/15/08 |
| 4820 Member Service Representative II | REVISE | 168 | 02/ Semi-Professional | 352 | 12/15/08 |
| 4821 Member Service Representative III | REVISE | 168 | 02/ Semi-Professional | 352 | 12/15/08 |
| 4842 Member Service Representative IV | REVISE | 168 | 03/ Managerial | 352 | 12/15/08 |

Class Specification and Examination Components/Instruments

For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.state.il.us.

Voiding/Deleting Registers

Previous testing materials and corresponding registers for the Member Service Representative series should be voided at the close of business on Friday, December 12, 2008. All testing materials related to these titles should be destroyed at the close of business on Friday, December 12, 2008.

Pay Rate/Ranges

If necessary, employers should make adjustments to or establish new 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 for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment and movement of employees through the classification plan.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucess.state.il.us.