

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Gail Hankins
Operations Division

SUBJECT: Final Status Notice for the Photographer Series
CCE-10-248

DATE: November 25, 2009

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: CSU, ISU, NEIU, EIU, WIU, NIU, SIUC, SIUE, RMS, UIC, UIUC, UIS

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
3036 Photographer I	REVISE	3037 Photographer	128	02 Semi Professional	662/ Photographic	1	01/15/10
3037 Photographer II	REVISE	3037 Photographer	128	02 Semi Professional	662/ Photographic	1	01/15/10
3038 Photographer III	REVISE	3038 Senior Photographer	128	02 Semi Professional	662/ Photographic	1	01/15/10

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Photographer I, Photographer II and Photographer III should be voided at the close of business on Thursday, January 14, 2010. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Photographer (Knowledge Test and Credentials Assessment) and the Senior Photographer (Credentials Assessment) will be effective (available per E-Test) January 15, 2010. 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.

Pay Rate/Ranges

Where 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.

Examination Availability

The testing instruments for the Photographer Series will be available through E-Test on December 15, 2009. Each Employer can use the new testing instruments in order to begin reconstruction of the employment registers for this important occupational area. Please note, current employment registers must be used and maintained until the January 15, 2010 effective date.

If you have any questions or need additional information, please contact Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@sucss.state.il.us.