

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Joanne E. Maitland  
Merit Board Vice-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 Guest Room Supervisor  
CCE-10-105

DATE: September 21, 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: NIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
3510  Guest Room Supervisor	  REVISE	  03/ Managerial	  26	  11/01/09

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](http://www.sucss.state.il.us).

Voiding/Deleting Registers

Previous testing materials and corresponding registers for the Guest Room Supervisor classification should be voided at the close of business on Friday, October 30, 2009. All testing materials related to this title should be destroyed at the close of business on Friday, October 30, 2009.

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@sucss.state.il.us](mailto:torrew@sucss.state.il.us).