

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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**Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director**

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

From: Roger D. Frick
Human Resource Officer
Operations Division

Date: December 10, 2004

Re: Status Notice for Housing Administration Series
(CCE-05-111)

This notification provides revisions to the class specifications and examinations of the Housing Administrator Series. The overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

Employers currently using these classifications are EIU, NIU, SIU-C, SIU-E, UI-C, and UI-UC.

| Current Classes | Action Proposed | Revised/New Classes | Change in Title Policy | Effective Date |
|-----------------------------------|------------------------|--------------------------------|-------------------------------|-----------------------|
| 0043 Housing Administrator I | Deleted | 0044 Housing Representative | 1 | March 1, 2005 |
| 0044 Housing Administrator II | Revise/Change in Title | 0044 Housing Representative | 1 | March 1, 2005 |
| 0045 Housing Administrator III | Revise/Change in Title | 0045 Housing Officer | 1 | March 1, 2005 |
| 0046 Housing Administrator IV | Revise/Change in Title | 0046 Housing Administrator | 1 | March 1, 2005 |

Change-In-Title Policy requirement reflects procedures issued December 23, 2003. The above title changes are recommended; however, positions should be moved to the appropriate new classification based on job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Housing Administrator I, Housing Administrator II, Housing Administrator III, and Housing Administrator IV should be voided at the close of business February 28, 2005. All testing materials related to these titles should be destroyed. The revised class specifications and examining instruments for the Housing Representative, Housing Officer, and Housing Administrator will be effective March 1, 2005.

Instruments by Class

Revised Instruments by Class pages will be distributed to each employer.

Pay Rates/Ranges

Where necessary, employers should make adjustments or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize opportunities for employers to properly initiate individual compensation programs for their operations and positions.

Seniority

Dependent upon the individual changes in classifications, seniority calculations should be reviewed.

Please contact Roger Frick, (217) 278-3150 Extension 231 if you need additional information.