

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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

**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 Equal Opportunity Officer Series  
(CCE-05-110)

This notification provides revisions to the class specifications and examinations of the Equal Opportunity Officer 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, NIU, UI-C, and WIU.

<b>Current Classes</b>	<b>Action Proposed</b>	<b>Revised/New Classes</b>	<b>Change in Title Policy</b>	<b>Effective Date</b>
4611 Equal Opportunity Officer I	Deleted	4612 Assistant Equal Opportunity Officer	1	March 1, 2005
4612 Equal Opportunity Officer II	Revise/Change in Title	4612 Assistant Equal Opportunity Officer	1	March 1, 2005
4613 Equal Opportunity Officer III	Revise/Change in Title	4613 Equal Opportunity Officer	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 Equal Opportunity Officer I, Equal Opportunity Officer II, and Equal Opportunity Officer III, 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 Assistant Equal Opportunity Officer and the Equal Opportunity Officer 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 changes in classifications, seniority calculations should be reviewed.

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