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: Jeff Brownfield, Assistant Director
        Operations Division

Re: Final Status Notice for the Development Officer
        CCE-05-156

Date: February 15, 2005

The System Office continues to revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the needs of each employer.

Current Classes	Action Proposed	New Classes	Class Code	Occ. Area	Work Area	Change-In-Title Policy	Effective Date
Assistant Director of Development	Revise	Development Officer	4546	Managerial (03)	Public Relations (215)	1	February 15, 2005

Change-In-Title Policy requirement reflects revised procedures issued 12/23/03. The actions listed above are recommended, however positions should be moved to the appropriate new classifications based on job duties and responsibilities.

Class Specification and Examination Components/Instruments
The new class specifications and examining instruments for the Development Officer will be effective (available per E-Test) February 15, 2005. For details on exam components, 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 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
Dependent upon change in classification, seniority calculations should be reviewed.

Please contact Jeff Brownfield at 217-278-3150 Ext 236 or at jeffb@sucss.state.il.us if you need additional information.