

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: Gail E. Hankins, Human Resource Associate
Operations Division

Re: Status Notice for the Library Series
CCE-06-06

Date: **July 7, 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.

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|-------------------------------------|------------------------|------------------|-----------------------|-----------------------|------------------|------------------|-------------------------------|-----------------------|
| 0535 Library Attendant | Revise | Library Clerk | 4900 | 362 | Clerical/04 | Library/0591 | 1 | October 1, 2005 |

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|-------------------------------------|------------------------|-------------------------------------|-----------------------|-----------------------|------------------|------------------|-------------------------------|-----------------------|
| 0771 Library Clerk I | Revise | Library Clerk | 4900 | 362 | Clerical/04 | Library/591 | 1 | October 1, 2005 |
| 0772 Library Clerk II | Revise | Library Clerk | 4900 | 362 | Clerical/04 | Library/591 | 1 | October 1, 2005 |
| 0773 Library Clerk III | Revise | Library Clerk/ Library Assistant | 4900/ 4901 | 362 | Clerical/04 | Library/591 | 1 | October 1, 2005 |
| 0774 Chief Library Clerk | Revise | Library Assistant | 4901 | 362 | Clerical/04 | Library/591 | 1 | October 1, 2005 |

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|--|------------------------|---------------------------------|-----------------------|-----------------------|-------------------------------|------------------|-------------------------------|-----------------------|
| 4810 Library Technical Assistant | Revise | Library Specialist | 4902 | 362 | Semi- Professional / 02 | Library/ 591 | 1 | October 1, 2005 |
| 0261 Library Technical Specialist | Revise | Senior Library Specialist | 4903 | 362 | Semi- Professional / 02 | Library/ 591 | 1 | October 1, 2005 |

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|---|------------------------|---------------------------------|-----------------------|-----------------------|-------------------------------|------------------|-------------------------------|-----------------------|
| 0259 Library Technical Assistant I | Revise | Library Specialist | 4902 | 362 | Semi- Professional / 02 | Library/ 591 | 1 | October 1, 2005 |
| 0260 Library Technical Assistant II | Revise | Library Specialist | 4902 | 362 | Semi- Professional / 02 | Library/ 591 | 1 | October 1, 2005 |
| 0261 Library Technical Assistant III/ | Revise | Senior Library Specialist | 4903 | 362 | Semi- Professional / 02 | Library/ 591 | 1 | October 1, 2005 |

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>New Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|--|------------------------|------------------------------------|-----------------------|-----------------------|-------------------------------|------------------|-------------------------------|-----------------------|
| 4695 Library Operations Assistant | Revise | Library Operations Associate | 4904 | 362 | Semi- Professiona l/ 02 | Library/ 591 | 1 | October 1, 2005 |

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|-------------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|------------------|-------------------------------|-----------------------|
| 2655 Book Mender | Revise | Library Specialist | 4902 | 362 | Semi- Professio nal/ 02 | Library/ 591 | 1 | October 1, 2005 |

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|-------------------------------------|------------------------|---------------------------|-----------------------|-----------------------|------------------------|------------------|-------------------------------|-----------------------|
| 3750 Archives Specialist | Revise | Senior Library Specialist | 4903 | 362 | Semi-Professional / 02 | Library/ 591 | 1 | October 1, 2005 |

| <u>Current Class and Class Code</u> | <u>Action Proposed</u> | <u>New Class</u> | <u>New Class Code</u> | <u>New Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-In-Title Policy</u> | <u>Effective Date</u> |
|---|------------------------|---------------------------|-----------------------|-----------------------|-----------------------|------------------|-------------------------------|-----------------------|
| 0258 Library Preservation/ Conservation Assistant | Revise | Senior Library Specialist | 4903 | 362 | Semi-Professional/ 02 | Library/ 591 | 1 | October 1, 2005 |

Change-In-Title Policy requirement reflects revised procedures issued 12/23/03. The actions listed above are recommended, however, each employer shall review current job descriptions to determine appropriate placement of positions. Positions should be identified and collectively moved simultaneously to the appropriate new classifications.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Library series will be effective (available per E-Test) October 1, 2005. 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 establish or revise 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 Gail Hankins at 217-278-3150 Ext 232 or gailh@sucss.state.il.us if you need additional information.