

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: Pulchratia L. Kinney-Smith
Operations Division

Re: Final Status Notice for the Ticket Sales Series
CCE-06-90

Date: August 31, 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.

We have changed the class codes for the new classes, based on comments we received. We apologize for any inconvenience this change may cause.

Classes currently used by: ISU, NIU, and UIUC

<u>Current Classes & Class Codes</u>	<u>Action Proposed</u>	<u>New Classes & Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
4748 Ticket Specialist I (Athletics)	DELETE	0067 <i>Ticket Sales Assistant</i>	164	Clerical/04	Collection & Payment/352	1	11/01/05
4749 Ticket Specialist II (Athletics)	REVISE	0067 <i>Ticket Sales Assistant</i>	164	Clerical/04	Collection & Payment/352	1	11/01/05
4750 Ticket Specialist III (Athletics)	DELETE	0068 <i>Ticket Sales Specialist</i>	164	Clerical/04	Collection & Payment/352	1	11/01/05
4751 Ticket Specialist IV (Athletics)	REVISE	0068 <i>Ticket Sales Specialist</i>	164	Clerical/04	Collection & Payment/352	1	11/01/05
3620 Ticket Control Supervisor	REVISE	0069 <i>Ticket Sales Supervisor</i>	164	Managerial /03	Collection & Payment/352	1	11/01/05

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

Voiding/Deleting Registers

The registers for the Ticket Specialist I (Athletics) and Ticket Specialist III (Athletics) should be deleted at the close of business on October 31, 2005. The registers for the Ticket Specialist II (Athletics), Ticket Specialist IV (Athletics) and Ticket Control Supervisor should be voided at the close of business on October 31, 2005. All testing materials related to these titles should be destroyed. The new/revised class specifications and examining instruments for the Ticket Sales Assistant, Ticket Sales Specialist and Ticket Sales Supervisor will be effective November 1, 2005.

Pay Rate/Ranges

Where 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

Dependent upon on a change in classification, seniority calculations should be reviewed.

Please contact Pulchratia at (217) 278-3150, ext. 230 or pulchratiak@sucss.state.il.us if you need additional information.