

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

*Sunnycrest Center  
1717 Philo Road, Suite 24  
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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: Pulchratia Kinney-Smith, Human Resource Associate  
Operations Division

Re: Final Status Notice for the Admissions & Records Series -- **REVISED**  
CCE-07-7

Date: August 17, 2006

The State Universities Civil Service System continues to routinely revise and modify the classification plan in accordance with the classification plan management process. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Classes currently used by: CSU, EIU, ISU, NEIU, NIU, SIUC, SIUE, UIC, UIUC AND WIU

<u>Current Class and Class Code</u>	<u>Action Proposed</u>	<u>New/Revised Class and Class Code</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -In- Title Policy</u>	<u>Effective Date</u>
2755 Admissions/ Records Officer I	Revise	<b>2755</b> Admissions & Records Representative	80	Semi- Professional/ 02	Admissions & Records Services 001	1	October 1, 2006
2756 Admissions/ Records Officer II	Revise	<b>2756</b> Admissions & Records Officer	80	Semi- Professional/ 02	Admissions & Records Services 001	1	October 1, 2006
2757 Admissions/ Records Officer III	Revise	<b>2757</b> Admissions & Records Supervisor	80	Semi- Professional/ 02	Admissions & Records Services 001	1	October 1, 2006

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

### Voiding/Deleting Registers

The registers for the Admissions and Records Officer Series should be voided at the close of business on September 30, 2006. All testing materials related to these titles should be destroyed.

### Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Admissions and Records series will be effective (available per E-Test) October 1, 2006. 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](http://www.sucss.state.il.us).

### 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

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Pulchratia Kinney-Smith at 217-278-3150 Ext 230 or [pulchratiak@sucss.state.il.us](mailto:pulchratiak@sucss.state.il.us).