

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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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: Torre L. Walls  
Operations Division

SUBJECT: Final Status Notice for the Labor Relations Series  
CCE-07-140

DATE: September 29, 2006

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 business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Classes currently used by: UIC, SIU-SOM

<u>CURRENT CLASSES</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASSES</u>	<u>CHANGE-IN-TITLE POLICY</u>	<u>EFFECTIVE DATE</u>
4690 Labor Relations Specialist I	REVISE	4690 Labor Relations Specialist	1	11/15/06
4691 Labor Relations Specialist II	REVISE	4691 Senior Labor Relations Specialist	1	11/15/06
4692 Labor Relations Specialist III	REVISE	4692 Labor Relations Manager	1	11/15/06

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 Labor Relations Series should be voided at the close of business on November 14, 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 Labor Relations series will be effective (available per E-Test) November 15, 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 Torre Walls at (217) 278-3150 Ext. 233 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).