

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 Bursar Series  
CCE-07-436

DATE: April 24, 2007

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-C, WIU, ISU, NIU, EIU and CSU.

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
0629 Assistant Bursar	REVISE	0629 Assistant Bursar	196	01/ Professional	352/ Collection & Payment	1	6/30/07
0628 Bursar	REVISE	0628 Bursar	196	01/ Professional	352/ Collection & Payment	1	6/30/07

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 Bursar Series should be voided at the close of business on June 29, 2007. 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 Bursar Series will be effective (available per E-Test) June 30, 2007. 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).