

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center**  
**1717 Philo Road, Suite 24**  
**Urbana, Illinois 61802-6099**



**Marc Strauss**  
**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 Benefits Manager  
CCE-08-558

**DATE:** August 4, 2008

The State Universities Civil Service System continues to routinely 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.

Class currently used by: SIUE, WIU, CSU, SIU-SOM, GSU

| <u><b>Current<br/>Classes</b></u> | <u><b>Action<br/>Proposed</b></u> | <u><b>Occ.<br/>Area</b></u> | <u><b>Work<br/>Area</b></u> | <u><b>Effective<br/>Date</b></u> |
|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|----------------------------------|
| 2463<br><br>Benefits<br>Manager   | REVISE                            | 03/<br>Managerial           | 630                         | 10/1/08                          |

### Class Specification and Examination Components/Instruments

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).

### Voiding/Deleting Registers

The old testing materials and corresponding registers for the Benefits Manager classification should be voided at the close of business on Tuesday, September 30, 2008. All testing materials related to this title should be destroyed at the close of business on Tuesday, September 30, 2008.

### Pay Rate/Ranges

If 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 and movement of employees through the classification plan.

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