

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: Gail E. Hankins, Human Resource Associate
Operations Division

Re: Status Notice for the Admissions and Records Officer and Supervisor -- **REVISED**
CCE-09-366

Date: **January 30, 2009**

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. The changes will only be made to the Admissions and Records Officer and Supervisor classifications. These changes will reflect revisions to the scoring of the Credentials Assessment.

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>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
2755 Admissions and Records Representative	NONE	80	Semi-Professional / 02	Admissions and Records Services 001	1	October 1, 2006
2756 Admissions and Records Officer	Revise CA	80	Semi-Professional / 02	Admissions and Records Services 001	1	March 16, 2009
2757 Admissions and Records Supervisor	Revise CA	80	Semi-Professional / 02	Admissions and Records Services 001	1	March 16, 2009

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.

Examination Components/Instruments

The new **Credentials Assessments** for the listed classifications will be effective March 16, 2009. There will be no changes to the content of the class specification or the Admissions and Records Representative examination at this time. 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.

Examination Directives

The registers for the Admissions and Records Officer and Admissions and Records Supervisor will be voided at the close of business on March 13, 2009 by the University System Office. All testing materials related to these titles will be voided. (If an employment transaction is in progress and will not be completed prior to the void date, please contact the University System Office for additional information.) ***Please note that current employment registers must be used and maintained through March 13, 2009.***

E-Test

- Using the E-Test system a void letter/notice should be sent to each candidate who is listed on the current employment registers for Admissions and Records Officer and Admissions and Records Supervisor. The E-Test Help Menu will provide special directions to generate the appropriate communication.
- Those applicants who may meet the requirements to remain on the new employment register, such as Reemployment, will be placed on the new employment register in each classification(s). These transactions will be performed by the University System Office.

Examination Availability

The new examining instruments for the Admissions and Records Officer and Admissions and Records Supervisor will be available through E-Test on February 15, 2009 and will be designated with class title and effective date of examination. Each Employer will be able to access and utilize the new examining instruments in order to begin reconstruction of the employment registers for this important occupational area. ***Please note that any register, based on these new examination instruments, may only be used beginning March 16, 2009.***

Change-In-Title Actions

Change-In-Title Policy requirements are found in the Classification Procedures Manual, Section 3. Change-In-Title actions listed above are recommended. Positions should always be assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

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 Gail Hankins at 217-278-3150 Ext 232 or gailh@sucss.state.il.us.