

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Executive Director*

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Jennifer Klafehn
Operations Division

SUBJECT: Final Status Notice for the Deputy Director Classification
CCE-10-224

DATE: December 4, 2009

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: UIUC, UIC, ISAC, EIU, SIU – C, SURS, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
1035 Deputy Director	REVISE	none	03	000	01/15/10

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.

Voiding/Deleting Registers

Previous testing materials and corresponding registers for the Deputy Director classification should be voided at the close of business on Thursday, January 14, 2010. All testing materials related to these titles should be destroyed at the close of business on Thursday, January 14, 2010.

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 Jennifer Klafehn at (217) 278-3150 Ext. 224 or at jenk@sucss.state.il.us