

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Joanne E. Maitland
*Merit Board Vice-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 Museum Education Series
CCE-10-111

DATE: December 7, 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: SIUC

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
4629 Museum Instructor	 REVISE/ CHANGE IN TITLE	4629 Museum Instructor/ Educator	 01/ Professional	 060	 1	 2/01/10
1260 Museum Educator	 REVISE/ CHANGE IN TITLE	4629 Museum Instructor/ Educator	 01/ Professional	 060	 1	 2/01/10
4630 Museum Education Coordinator	 REVISE/ CHANGE IN TITLE	4629 Museum Instructor/ Educator	 01/ Professional	 060	 1	 2/01/10

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.

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 Museum Education series should be voided at the close of business on Friday, January 29, 2010. All testing materials related to these titles should be destroyed at the close of business on Friday, January 29, 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 Torre Walls at (217) 278-3150 Ext. 230 or at torrew@succs.state.il.us.