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Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Human Resource Directors, Classification and Employment Representatives

FROM: Lewis T. (Tom) Morelock, Executive Director

SUBJECT: Final Status Notice

DATE: February 22, 2011

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Program Administrative Assistant (Class Code: 0303)

Based upon our comprehensive review of results obtained through a job analysis survey of the Administrative Assistant I, Administrative Aide and Program Administrative Assistant classifications, the System Office is discontinuing the use of the Program Administrative Assistant classification. Any new or vacant positions that have traditionally been classified as Program Administrative Assistant are to be converted to the Administrative Aide or Administrative Assistant I classification.

The following provisions provide for the discontinuance of the use of the Program Administrative Assistant classification, along with an optional Change-In-Title process for current incumbents to be transitioned into the alternative classification(s) of Administrative Aide or Administrative Assistant I. There is currently no established requirement or deadline for the conversation of current incumbents from Program Administrative Assistant to Administrative Aide or Administrative Assistant I.

The following modifications are incorporated into the State Universities Civil Service System classification plan.

Current Class	Action	Occupational Area	Work Area	Effective Date
Program Administrative Assistant (Class Code 0303)	Discontinued Classification	03/ Semi-Professional	593/ Managerial	04/15/11

Voiding/Deleting Registers

The registers for the Program Administrative Assistant should be voided at the close of business on April 14, 2011. All testing materials related to these titles should be destroyed. Testing opportunities should be provided for those candidates on the current Program Administrative Assistant employment register to complete either or both of the examinations for the Administrative Aide or Administrative Assistant I classifications. The DERS shall communicate this action in writing to each candidate on the Program Administrative Assistant employment registers.

Change-In-Title Process

Change-In-Title process options are voluntary and may be applied to all incumbents in the following classification(s):

Current Classes	Action	Revised/New Classes	Change-in-Title Policy
Program Administrative Assistant (Class Code 0303)	Discontinued Classification	Administrative Aide (Class Code 0058) OR Administrative Assistant I (Class Code 0171)	1

Seniority

Seniority should remain intact for all incumbents. If CIT processes are utilized as noted above, seniority provisions shall be applied according to standardized procedures. All seniority calculations are to be established in accordance with regulatory guidelines and procedural protocols.

Please contact Jeff Brownfield at the University System Office by calling 217.278.3150, ext. 236, or email at jeffb@sucss.state.il.us if you need additional information.