

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

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

FROM: Gail E. Hankins  
Operations Division

SUBJECT: Final Status Notice for the Extension Program Coordinator  
CCE-11-341

DATE: March 28, 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):

Extension Program Coordinator

These classifications are currently used by UIUC, UI County Agency Home Econ. The following revisions shall become effective as indicated below:

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
0929 Extension Program Coordinator	REVISE	0929 Extension Program Coordinator	N/A	02/ Semi-Professional	071/ Social Services	N/A	5/15/11

Voiding/Deleting Registers

The registers for the Extension Program Coordinator should be voided at the close of business on Friday, May 13, 2011. All testing materials related to these titles should be destroyed. During the 45-day notice period, all qualified applicants (including candidates whose names are already on the register by score) shall be scheduled for the new examination. The new examination may be administered during this 45-day notice period with the understanding that any test score, and subsequent register created during this timeframe, will not be utilized until the specified effective date. The DERS shall communicate this action in writing to each candidate on the Original Entry and/or Promotional registers and other applicant who apply for an Original Entry or Promotional examination.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument (Credentials Assessment) for the Extension Program Coordinator will be effective (available per E-Test) May 15, 2011. 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).

### 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 at [gailh@sucss.state.il.us](mailto:gailh@sucss.state.il.us).