

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



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

To: Designated Employer Representatives  
Human Resources Directors  
Classification Personnel  
Testing Personnel

From: Torre Walls, Human Resource Officer  
Operations Division

Re: Final Status Notice - Accountant Series  
CCE-11-101

Date: December 23, 2010

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.

Classes are currently used by UI-COMR, UI-CH, UI-DSCC, NEIU, NIU, ISU, EIU, UIC, UIUC, UI-COMP, CSU, WIU, GSU, SURS, ISAC, SIUE, SIU-SOM, SIUC, UIS

<u>Current Class and Class Code</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>
0010 Accountant I	REVISE	0010 Accountant I	1	01/ Professional	350	N/A	03/01/11
0011 Accountant II	REVISE	0011 Accountant II	1	01/ Professional	350	N/A	03/01/11
0012 Accountant III	REVISE	0012 Accountant III	1	01/ Professional	350	N/A	03/01/11
0023 Accountant IV/ Assistant Chief Accountant	CIT/ REVISE	0023 Assistant Chief Accountant	1	01/ Professional	350	1	03/01/11
0017 Accountant V/ Chief Accountant	CIT/ REVISE	0017 Chief Accountant	1	01/ Professional	350	1	03/01/11

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

The new class specifications and examining instruments for the Accountant Series (Knowledge Tests and Credentials Assessments) will be effective (available per E-Test) March 1, 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).

#### Voiding/Deleting Registers

The registers for the Accountant Series should be voided at the close of business on Monday, February 28, 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.

#### 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 should remain intact for all incumbents. All seniority calculations should periodically be reviewed and established in accordance with regulatory guidelines and procedural protocols.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).