

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: Torre L. Walls
 Operations Division

SUBJECT: Final Status Notice for the Instructional Development Specialist
 CCE-11-41

DATE: August 2, 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 currently used by: NIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
3289 Instructional Development Specialist I	REVISE/CIT	3289 Instructional Development Specialist	01/ Professional	210/ Audio-Visual Aids Services	9/15/10
4540 Instructional Development Specialist II	REVISE/CIT	3289 Instructional Development Specialist	01/ Professional	210/ Audio-Visual Aids Services	9/15/10

Voiding/Deleting Registers

The registers for the Instructional Development Specialist classification should be voided at the close of business on Tuesday, September 14, 2010. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Instructional Development Specialist classification Credentials Assessment will be effective (available per E-Test) September 15, 2010. 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.

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 Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.state.il.us.