

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Gail Hankins
Operations Division

SUBJECT: Final Status Notice for the Office Support Series (formerly Secretary Series)
CCE-08-308

DATE: February 29, 2008

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: DCSS, IBHE, SUCSS, SURS, ISAC, ICCB, CSU, GSU, ISU, NEIU, EIU, WIU, NIU, SIUC, SIUE, SIUSMS, PMS, RMS, UI-C, UI-CH, UI-UC, UI-S

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Promotion Line</u>	<u>Occupation Area</u>	<u>Work Area</u>	<u>Change -in-Title Policy</u>	<u>Effective Date</u>
0845 (3222) Secretary II/Office Systems Assistant II	REVISE	0845 (3222) Office Support Assistant	49	04/ Clerical	594/ Secretarial	1	04/15/08
0846 (3222) Secretary III/Office Systems Assistant III	REVISE	0846 (3222) Office Support Associate	49	04/ Clerical	594/ Secretarial	1	04/15/08
3243 Secretary IV/Office Systems Specialist I	REVISE	3243 Office Support Specialist	49	04/ Clerical	594/ Secretarial	1	04/15/08
3266 Staff Secretary/Office Systems Specialist II	REVISE	3266 Office Manager	49	04/ Clerical	594/ Secretarial	1	04/15/08
3253 Administrative Secretary/Office Systems Specialist III	REVISE	3253 Office Administrator	49	04/ Clerical	594/ Secretarial	1	04/15/08

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Office Support Series will become effective April 15, 2008. 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

The old testing materials and corresponding registers for the Secretarial Series should be voided at the close of business on Monday, April 14, 2008. All testing materials related to these titles should be destroyed at the close of business on April 14, 2008. ***Please note that current employment registers must be used and maintained through April 14, 2008.***

Examination Availability

The new examining instruments for the Office Support Series will be available through E-Test on March 3, 2008. Each Employer will be able to access and utilize the new examining instruments in order to begin reconstruction of the employment registers for this important occupational area. ***Please note that any register, based on these new examination instruments, may only be used beginning April 15, 2008.***

Change-In-Title Actions

Change-In-Title Policy requirements are found in the Classification Procedures Manual, Section 3. Change-In-Title actions listed above are recommended. Positions should always be assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

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 Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@sucss.state.il.us.