

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: Emily Grijalva
Operations Division

SUBJECT: Status Notice for the Program Coordinator Series
CCE-11-429

DATE: June 17, 2011

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: UIC-H, Eastern, SIUC, UIC, Illinois State, Northern, Chicago State, Western, UIUC

<u>Current Classes, Class Code</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/New Classes and Class Code</u>	<u>New Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
0927 Assistant Program Coordinator	242	REVISE/CIT	4906 Program Assistant	242	02/ Semi-Professional	048/ Instructional Services	1	10/01/11
0098 Outdoor Program Aide	99	REVISE/CIT	4906 Program Assistant	242	02/ Semi-Professional	048/ Instructional Services	1	10/01/11
0340 Training Assistant	No Prom Line	REVISE/CIT	4906 Program Assistant	242	02/ Semi-Professional	048/ Instructional Services	1	10/01/11

0926			4907					
Program Coordinator	242	REVISE	Program Coordinator	242	02/ Semi-Professional	048/ Instructional Services	1	10/01/11
2242			4907					
Outdoor Program Leader	99	REVISE/CIT	Program Coordinator	242	02/ Semi-Professional	048/ Instructional Services	1	10/01/11

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.

Voiding/Deleting Registers

The registers for the Program Coordinator Series should be voided at the close of business on August 29, 2011. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments (Credentials Assessment) for the Program Coordinator Series will be effective (available per E-Test) October 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.

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 Emily Grijalva at (217) 278-3150 Ext. 225 or at emilyg@sucss.state.il.us.