

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center
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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: Final Status Notice for the Assistant Director of Clinical Support Operations
CCE-12-63

DATE: July 29, 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: UI-CH

<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>
4661 Assistant Director of Clinical Support Operations	REVISE	4661 Assistant Director of Clinical Support Operations	None	03/ Managerial	441/ Managerial	N/A	10/1/11

Voiding/Deleting Registers

The registers for the Assistant Director of Clinical Support Operations classification should be voided at the close of business on September 30, 2011. 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 Assistant Director of Clinical Support Services (Credential Assessment) 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.