

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: Gail E. Hankins
 Operations Division

SUBJECT: Final Status Notice for the Immigration Specialist
 CCE-12-93

DATE: September 16, 2011

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Immigration Specialist

These classifications are currently used by ISU, UIUC, and SIUE. The following revisions shall become effective as indicated below:

<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>
4794 Immigration Specialist	REVISE	4794 Immigration Specialist	N/A	03/ Managerial	630/ Campus	N/A	11/1/11

Voiding/Deleting Registers

The registers for the Immigration Specialist should be voided at the close of business on Monday, October 31, 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 register and other applicant who apply for an Original Entry examination. **Please note that current employment registers must be used and maintained through October 31, 2011.**

Class Specification and Examination Components/Instruments

The new class specification and examining instrument (Credentials Assessment) for the Immigration Specialist will be effective (available per E-Test) November 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.

Examination Availability

The new examining instruments for the Immigration Specialist will be available through E-Test on October 17, 2011. 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 November 1, 2011.***

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