

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



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 University Student Center
 CCE-12-102

DATE: September 27, 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.

Class currently used by: UIC, UIUC, SIUC, ISU, EIU, SIUE

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
1147 Assistant Director of University Union/ Assistant Director of Student Center	REVISE/ CIT	1147 Assistant Director of University Student Center	None	03/ Managerial	078/ Study Activity & Program Services	1	11/15/11

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/revise classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Assistant Director of University Union/Assistant Director of Student Center should be voided at the close of business on November 14, 2011. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Assistant Director of University Student Center (Credentials Assessment) will be effective (available per E-Test) November 15, 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.