

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: Torre L. Walls
Operations Division

SUBJECT: Final Status Notice for the Institutional Research Data Coordinator
CCE-12-119

DATE: October 21, 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: NIU, ISAC, GSU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4522 Institutional Research Data Coordinator	REVISE	02/ Semi- Professional	72/ Statistical and Research Services	12/15/11

Voiding/Deleting Registers

The registers for the Institutional Research Data Coordinator should be voided at the close of business on December 14, 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 Institutional Research Data Coordinator Credentials Assessment will be effective (available per E-Test) December 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 Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.state.il.us.