

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center
1717 Philo Road, Suite 24
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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 Compliance Examiner Series
CCE-12-135

DATE: October 31, 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: ISAC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
1474 Institutional Compliance Examiner I	REVISE	01/ Professional	358/ Scholarship	12/15/11
1475 Institutional Compliance Examiner II	REVISE	01/ Professional	358/ Scholarship	12/15/11
1476 Institutional Compliance Examiner III	REVISE	01/ Professional	358/ Scholarship	12/15/11
1477 Institutional Compliance Examiner IV	REVISE	01/ Professional	358/ Scholarship	12/15/11
4814 Manager of Institutional Audits	REVISE	01/ Professional	358/ Scholarship	12/15/11

Voiding/Deleting Registers

The registers for the Institutional Compliance Examiner Series 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 Compliance Examiner Series Knowledge Test and 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.