

**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:** Emily Grijalva  
Operations Division

**SUBJECT:** Final Status Notice for the Internal Auditor Series  
CCE-12-216

**DATE:** December 19, 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: NIU, SIUC, SURS, ISU, EIU, WIU, UIC-H

<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>
0584 Internal Auditor I	REVISE/CIT	0585 Internal Auditor	263	01/ Professional	351/ Auditing	1	02/15/12
0585 Internal Auditor II	REVISE/CIT	0585 Internal Auditor	263	01/ Professional	351/ Auditing	1	02/15/12
0586 Internal Auditor III	REVISE/CIT	0586 Internal Auditor Associate	263	01/ Professional	351/ Auditing	1	02/15/12
4558 Internal Auditor IV	REVISE/CIT	4558 Internal Auditor Assistant Manager	263	01/ Professional	351/ Auditing	1	02/15/12
4566 Internal Auditor V	REVISE/CIT	4566 Internal Auditor Manager	263	01/ Professional	351/ Auditing	1	02/15/12

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

#### Voiding/Deleting Registers

The registers for the Internal Auditor Series should be voided at the close of business on February 14, 2012. 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 Internal Auditor Series (CA) will be effective (available per E-Test) February 15, 2012. 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](http://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](mailto:emilyg@sucss.state.il.us).