

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: Torre Walls, Human Resource Officer
 Operations Division

Re: Final Status Notice – Multimedia Technical Support Series
 CCE-11-264

Date: February 27, 2012

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 are currently used by: SIU-SOM,SIUC,NIU,UIUC,UIS,NEIU

<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>
2883 Instructional Communications Technical Operator I	REVISE/CIT	2510 Multimedia Assistant	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12
2884 Instructional Communications Technical Operator II	REVISE/CIT	2512 Multimedia Technician	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12
2885 Instructional Communications Technical Operator III	REVISE/CIT	2513 Multimedia Supervisor	202	03/ Managerial	210/ Audio-Visual Aids Services	1	04/15/12

Classes currently used by: UIC,WIU,ISU,UIUC,SIUE,CSU

<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>
3880 Audio-Visual Aids Technician I	REVISE/CIT	2510 Multimedia Assistant	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12
3881 Audio-Visual Aids Technician II	REVISE/CIT	2511 Multimedia Operator	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12
3882 Audio-Visual Aids Technician III	REVISE/CIT	2512 Multimedia Technician	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12

Classes currently used by: UIUC

<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>
3980 Instructional Materials Technician I	REVISE/CIT	2511 Multimedia Operator	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12
3981 Instructional Materials Technician II	REVISE/CIT	2512 Multimedia Technician	202	14/ Skilled	210/ Audio-Visual Aids Services	1	04/15/12

Classes currently used by: UIC,SIUC

<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>
2325 Audio-Visual Services Manager	REVISE/CIT	2513 Multimedia Supervisor	202	03/ Managerial	210/ Audio-Visual Aids Services	1	04/15/12

Classes currently used by: NIU,SIUE,NEIU

<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>
4025 Multimedia Technician	REVISE/CIT	2513 Multimedia Supervisor	202	03/ Managerial	210/ Audio-Visual Aids Services	1	04/15/12

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 Multimedia Technical Support Series should be voided at the close of business on April 13, 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 Multimedia Technical Support Series Credentials Assessment & Knowledge test will be effective (available per E-Test) April 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.

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.