

**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 Technology Communications Series  
 CCE-11-265

Date: March 5, 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: SIUC,NIU,UIS,SIUE

| <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> |
|---|------------------------|--|-------------------|--------------------------|------------------------------------|-------------------------------|-----------------------|
| 3144<br>Instructional Communications Programmer I   | REVISE/CIT             | 2503<br>Multimedia Communications Associate  | 113               | 02/<br>Semi-Professional | 210/<br>Audio-Visual Aids Services | 1                             | 04/15/12              |
| 3145<br>Instructional Communications Programmer II  | REVISE/CIT             | 2504<br>Multimedia Communications Specialist | 113               | 02/<br>Semi-Professional | 210/<br>Audio-Visual Aids Services | 1                             | 04/15/12              |
| 3146<br>Instructional Communications Programmer III | REVISE/CIT             | 2505<br>Multimedia Communications Supervisor | 113               | 01/<br>Professional      | 210/<br>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> |
|--|------------------------|---|-------------------|--------------------------|------------------------------------|-------------------------------|-----------------------|
| 0265<br><br>Video Production Assistant | REVISE/CIT             | 2503<br><br>Multimedia Communications Associate | 113               | 02/<br>Semi-Professional | 210/<br>Audio-Visual Aids Services | 1                             | 04/15/12              |

Classes currently used by: 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> |
|--|------------------------|--|-------------------|--------------------------|------------------------------------|-------------------------------|-----------------------|
| 3292<br><br>Musical Instruction Specialist | REVISE/CIT             | 2504<br><br>Multimedia Communications Specialist | 113               | 02/<br>Semi-Professional | 210/<br>Audio-Visual Aids Services | 1                             | 04/15/12              |

Classes currently used by: 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> |
|--|------------------------|--|-------------------|---------------------|------------------------------------|-------------------------------|-----------------------|
| 3625<br><br>Video Post-Production Supervisor | REVISE/CIT             | 2505<br><br>Multimedia Communications Supervisor | 113               | 01/<br>Professional | 210/<br>Audio-Visual Aids Services | 1                             | 04/15/12              |

Classes currently used by: WIU,ISAC,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> |
|--|------------------------|--|-------------------|---------------------|------------------------------------|-------------------------------|-----------------------|
| 3290<br><br>Instructional Materials Specialist | REVISE/CIT             | 2505<br><br>Multimedia Communications Supervisor | 113               | 01/<br>Professional | 210/<br>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 Technology Communications 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 Technology Communications 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](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 Torre Walls at (217) 278-3150 Ext. 230 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).