

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Joanne Maitland
Merit Board Chair
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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 Financial Analyst/Planner Series

CCE-12-227

DATE: February 20, 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.

Class currently used by: UI-COMR, SIUC, SIU-SOM, UICH, ISAC, UIC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4787 Financial Analyst/Planner I	REVISE/CIT	4787 Financial Analyst/Planner Associate	01/ Professional	355/ Managerial	1	4/01/12
4788 Financial Analyst/Planner II	REVISE/CIT	4788 Financial Analyst/Planner Specialist	01/ Professional	355/ Managerial	1	4/01/12
4789 Financial Analyst/Planner III	REVISE/CIT	4789 Financial Analyst/Planner Supervisor	01/ Professional	355/ Managerial	1	4/01/12

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 Financial Analyst/Planner Series should be voided at the close of business on March 31, 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 Financial Analyst/Planner Series Credentials Assessment & Knowledge test will be effective (available per E-Test) April 1, 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.