

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: Emily Grijalva, Human Resource Officer
 Operations Division

Re: Final Status Notice – Financial Aid Adviser Series
 CCE-13-72

Date: August 24, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Financial Aid Adviser I, II, III, & IV

Classes are currently used by: SIU-Med, EIU, CSU, NIU, WIU, GSU, SIUE, SIUC, UIC, ISAC, UIS

<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>
0051 Financial Aid Adviser I	REVISE/CIT	0052 Financial Aid Adviser	201	04/ Clerical	078/ Student Activity and Program Services	1	10/15/12
0052 Financial Aid Adviser II	REVISE/CIT	0052 Financial Aid Adviser OR 0053 Financial Aid Adviser Coordinator	201	04/ Clerical 03/ Managerial	078/ Student Activity and Program Services	1	10/15/12
0053 Financial Aid Adviser III	REVISE/CIT	0053 Financial Aid Adviser Coordinator	201	03/ Managerial	078/ Student Activity and Program Services	1	10/15/12
0054 Financial Aid Adviser IV	REVISE/CIT	0054 Financial Aid Adviser Manager	201	03/ Managerial	078/ Student Activity and Program Services	1	10/15/12

Change-In-Title Policy requirements reflect revised procedures issued 11/14/07. 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 Financial Aid Adviser Series should be voided at the close of business on October 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 Financial Aid Adviser Series Credentials Assessment & Knowledge Test will be effective (available per E-Test) October 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 Emily Grijalva at (217) 278-3150 Ext. 225 or at emilyg@sucss.state.il.us.