

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Joanne Maitland  
Merit Board Chair  
Lewis T. (Tom) Morelock  
Executive Director**

DATE: February 1, 2012

TO: Designated Employer Representatives, Human Resource Director,  
Classification and Employment Representatives

FROM: Jeff Brownfield, Manager, Operations Division

SUBJECT: Final Status Notice  
Classification Plan Management Revision  
Termination of the Administrative Assistant II Classification (Class Code: 0172)

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):

**Administrative Assistant II (Class Code: 0172)**

The following revisions shall become effective as indicated. We will not support and will discontinue the use of the Administrative Assistant II classification. We believe that these changes will be beneficial in addressing the recruitment, employment, and retention concerns surrounding highly skilled staff and the constantly evolving operational needs. New positions, or any new vacancy, that have traditionally been classified as an Administrative Assistant II must be converted and employed through other appropriate titles, such as the Business/Administrative Associate classification.

As necessary, current employees may remain in this classification until separation from this class title or may be moved to another appropriate classification under change-in-title provisions outlined below. Any current employee who is moved from the Administrative Assistant II classification to another appropriate classification must meet the minimum qualifications for the new classification, or otherwise be transitioned upon the submission and approval of a Compensatory Qualification.

The attached documentation provides for the discontinuation of the Administrative Assistant II classification and a process to provide for a Change-In-Title, as necessary, for current positions/employees to be moved into alternative classification(s). The deadline for the conversion of current positions/employees from Administrative Assistant II to other appropriate classifications through this classification plan management revision and designated Change-In-Title process is September 30, 2012.

The following revisions to the classification plan shall become effective as listed below:

### **New Hire Process**

The following modifications are incorporated into the State Universities Civil Service System classification plan.

<b><u>Current Classes</u></b>	<b><u>Action Proposed</u></b>	<b><u>Occ. Area</u></b>	<b><u>Work Area</u></b>	<b><u>Effective Date</u></b>
0172  Administrative Assistant II	Discontinuation of Classification	03/ Managerial	000/Special Group	3/31/12

### **Voiding/Deleting Registers**

The registers for the Administrative Assistant II should be voided at the close of business on March 31, 2012. All testing materials related to these titles should be destroyed. Testing opportunities should be provided for those candidates on the current Administrative Assistant II employment register to complete other appropriate examinations as designated by each employer. The DERS shall communicate this action in writing to each candidate on the employment registers and other applicants who apply for an Original Entry or Promotional examination.

### **Change-In-Title Process**

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide for a Change-In-Title process to the following classification(s):

<b><u>Current Classes</u></b>	<b><u>Action Taken</u></b>	<b><u>Revised/New Classes</u></b>	<b><u>Change-in-Title Policy</u></b>
0172  Administrative Assistant II	Discontinuation of Classification	5010 Business/Administrative Associate  OR  Classification defined by the Designated Employer Representative (Classification must be consistent with duties of the current position)  OR  Remain in current classification until separation from class	1

Seniority

Seniority should remain intact for all incumbents. All seniority calculations should periodically be reviewed and established in accordance with regulatory guidelines and procedural protocols.

Please contact Jeff Brownfield at the University System Office by calling 217.278.3150, ext. 236, or email at [jeffb@sucss.state.il.us](mailto:jeffb@sucss.state.il.us) if you need additional information.