

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: Gail E. Hankins
Operations Division

SUBJECT: Final Status Notice for the Valet Parking Attendant

DATE: March 28, 2013

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

Valet Parking Attendant

Classes currently to be used by: UIC

<u>Proposed Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4100 Valet Parking Attendant	ADD	N/A	13/ Protective Services	069/ Safety and Security Services	04/15/13

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Valet Parking Attendant (Knowledge Test and Credentials Assessment) will be effective (available per E-Test) April 15, 2013. 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.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above change. 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.

Please contact Gail Hankins at the University System Office by calling 217.278.3150, Ext. 232 or email at gailh@sucss.illinois.gov. if you need additional information.