

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099**



**James D. Montgomery
Merit Board Vice-Chair
Lewis T. (Tom) Morelock
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 Agricultural Research Technician Series – **Examination Update**
CCE-13-108

DATE: June 4, 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 revisions to the following classification(s):

**Assistant Agricultural Research Technician
Associate Agricultural Research Technician**

Classes currently used by: UIUC, UI-AA, UI-DS, ISU, WIU, SIUC

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
2211 Assistant Agricultural Research Technician	REVISE (EXAM ONLY)	82	07/ Agricultural	007	07/15/13
2212 Associate Agricultural Research Technician	REVISE (EXAM ONLY)	82	07/ Agricultural	007	07/15/13
2213 Senior Agricultural Research Technician	N/A	82	07/ Agricultural	007	07/15/13

Class Specification and Examination Components/Instruments

The **new Knowledge Test** for the **Assistant Agricultural Research Technician** and the **Associate Agricultural Research Technician** classifications will be effective July 15, 2013. There will be no changes to the content of the class specifications or to the exam for the Senior Agricultural Research Technician at this time. 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.

Voiding/Deleting Registers

Previous testing materials and corresponding registers for the Assistant Agricultural Research Technician and the Associate Agricultural Research Technician classifications should be voided at the close of business on Friday, July 12, 2013. All testing materials related to these titles should be destroyed at the close of business on Friday, July 12, 2013. Access will be provided to the Agricultural Research Technician series classifications, examinations, and corresponding registers.

Examination Availability

The **new** examining instruments for the Assistant Agricultural Research Technician and the Associate Agricultural Research Technician will be available through E-test on July 15, 2013 and will be designated with class title and effective date of examination. Each Employer will be able to access and utilize the new examining instruments in order to begin reconstruction of the employment registers for this important occupational area. ***Please note that any register, based on this new examination instrument, may only be used beginning, July 15, 2013.***

E-test

- Using the E-test system a void letter/notice should be sent to each candidate who is listed on the current employment register for the Assistant Agricultural Research Technician and the Associate Agricultural Research Technician classifications. The E-test help menu will provide special directions to generate the appropriate communication.
- Those applicants who may meet the requirements to remain on the new employment register, such as reemployment, will be placed on the new employment register in each classification(s). These transactions will be performed by the University/Agency HR office.

Pay Rate/Ranges

If 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 and movement of employees through the classification plan.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.illinois.gov.