

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: Jeff Brownfield, Operations Manager
Operations Division

Re: Final Status Notice – Storekeeping Series

Date: August 15, 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):

Storekeeper I
Storekeeper II
Storekeeper III
Assistant Stores Supervisor
Stores Supervisor

Classes are currently used by: UIC, UICH, NIU, NEIU, SIUC, SIUE, ISU, UIUC, EIU, UI-COMR (RMS), UIS, GSU, WIU, UI-COMP (PMS)

| <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> |
|-------------------------|------------------------|----------------------------|-------------------|------------------|----------------------------|---------------------------------|-----------------------|
| 3317 Storekeeper I | REVISE | 3317 Storekeeper I | 176/ 205 | 05/ Stores | 075/ Stores Services | N/A | 10/15/13 |
| 3318 Storekeeper II | REVISE | 3318 Storekeeper II | 176/ 205 | 05/ Stores | 075/ Stores Services | N/A | 10/15/13 |
| 3319 Storekeeper III | REVISE | 3319 Storekeeper III | 176/ 205 | 05/ Stores | 075/ Stores Services | N/A | 10/15/13 |

| | | | | | | | |
|---|----------------|--|-------------|---------------|----------------------------|---|----------|
| 3607 Assistant Stores Supervisor | REVISE/ CIT | 3319 Storekeeper III OR 3606 Stores Supervisor | 205 | 05/ Stores | 075/ Stores Services | 1 | 10/15/13 |
| 3606 Stores Supervisor | REVISE | 3606 Stores Supervisor | 176/ 205 | 05/ Stores | 075/ Stores Services | 1 | 10/15/13 |

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. The actions listed above are recommended, however, each employer shall review current job descriptions or perform a thorough review of job duties and responsibilities to determine appropriate placement of positions. Positions should be identified and collectively moved simultaneously to the appropriate new classifications.

Voiding/Deleting Registers

The registers for Storekeeping Series should be voided at the close of business on October 14, 2013. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specifications and examining instruments for the Storekeeping Series (Storekeeper I – III) Knowledge Tests and Credentials Assessment and Stores Supervisor (Credentials Assessment) will be effective (available per E-Test) October 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 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 Jeff Brownfield at (217) 278-3150 Ext. 236 or at jeffb@sucss.illinois.gov.