

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Lucinda M. Neitzel *LMN*
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Musical Instrument Series

DATE: May 8, 2014

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):

Musical Instrument Technician I
Musical Instrument Technician II
Musical Instrument Technician III

Classes are currently used by: SIUE, SIUC, EIU, WIU, UIUC, NIU, ISU, UIC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
4029 Musical Instrument Technician I	REVISE/ CIT	4031 Musical Instrument Technician	149	14/ Skilled Trade	023/ Crafts and Trades Services	1	07/01/14
4031 Musical Instrument Technician II	REVISE/ CIT	4031 Musical Instrument Technician	149	14/ Skilled Trade	023/ Crafts and Trades Services	1	07/01/14

3558		3558					
Musical Instrument Technician III	REVISE/ CIT	Musical Instrument Specialist	149	14/ Skilled Trade	023/ Crafts and Trades Services	1	07/01/14

Change-in-Title Policy requirements reflect revised procedures issued 12/23/03. 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 employment registers for the Musical Instrument Technician Series should be voided at the close of business on Monday, June 30, 2014. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instrument for the Musical Instrument Technician and Specialist (Credentials Assessment) will be effective (available per E-Test) July 1, 2014. 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 Jeff Brownfield at (217) 278-3150 Ext. 236 or at jeffb@sucss.illinois.gov.