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
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Library Series
Examination Revision Only

DATE: April 17, 2015

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):

Library Clerk
Library Assistant
Library Specialist
Senior Library Specialist
Library Operations Associate

Classes are currently used by: All Employers

Current Class	Action Proposed	Revised/ New Class	Prom. Line	Occ. Area	Work Area	Effective Date
4900 Library Clerk	REVISE (EXAM ONLY)	4900 Library Clerk	362	04/ Clerical	591/ Library	06/15/15
4901 Library Assistant	REVISE (EXAM ONLY)	4901 Library Assistant	362	04/ Clerical	591/ Library	06/15/15

Current Class	Action Proposed	Revised/ New Class	Prom. Line	Occ. Area	Work Area	Effective Date
4902 Library Specialist	REVISE (EXAM ONLY)	4902 Library Specialist	362	02/ Semi-Professional	591/ Library	06/15/15
4903 Senior Library Specialist	REVISE (EXAM ONLY)	4903 Senior Library Specialist	362	02/ Semi-Professional	591/ Library	06/15/15
4904 Library Operations Associate	REVISE (EXAM ONLY)	4904 Library Operations Associate	362	02/ Semi-Professional	591/ Library	06/15/15

Voiding/Deleting Registers

The employment registers for the Library Series should be voided at the close of business on June 14, 2015. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Library Series classifications (Credentials Assessment) will be effective (available per E-Test) June 15, 2015. 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. 239 or at jeffb@sucss.illinois.gov.