

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 Operations Support Service Specialist Series

DATE: April 21, 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 deletion with respect to the following classification(s):

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
3320 Operations Support Service Specialist I	DELETE	230	02/Semi-Professional	737	5/1/15
3321 Operations Support Service Specialist II	DELETE	230	02/Semi-Professional	737	5/1/15
3322 Operations Support Service Specialist III	DELETE	230	02/Semi-Professional	737	5/1/15
3323 Operations Support Service Specialist IV	DELETE	230	02/Semi-Professional	737	5/1/15

Voiding/Deleting Registers

Any registers for the Operations Support Service Specialist Series classifications should be voided no later than the close of business on **Thursday, April 30, 2015**. All testing materials related to these classification titles should be permanently destroyed.

Class Specification and Examination Components/Instruments

For classification/examination details and other information visit the class specification link at our website at www.sucss.illinois.gov. Deleted classifications will be listed under a separate link at www.sucss.illinois.gov/csn.aspx?osm=c20.

Pay Rates/Ranges

The pay ranges for the designated classification(s) will be eliminated through the Salary Data System. Additionally, pay information regarding this classification will be removed from our public website.

Human Resource Records/Seniority

Appropriate updates should be completed in each file for any employee who has previously held a position in an eliminated classification. In this respect, individual seniority reviews should have been carefully reviewed during the proposal notice period and Change-In-Title transactions processed through the System Office (if applicable).

If you have any questions or need additional information, or would like to provide feedback or concerns regarding this change, please contact me at (217) 278-3150 Ext. 236 or at cindyn@sucss.illinois.gov.