


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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: **REVISED** Final Status Notice for the Parking Services Agent Series

DATE: March 24, 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):

Parking Services Agent I /Parking Services Attendant/Parking Services Technician
Parking Services Agent II /Parking Services Technician
Parking Services Agent III

Classes currently used by: CSU, ISU, NEIU, NIU, SIUC, SIUE, UIC, UIUC, WIU

<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>
0559 Parking Services Agent I	REVISE/ CIT	0559 Parking Services Agent I	53	13/ Protective	069	1	05/15/15
0559 Parking Services Assistant	REVISE/ CIT	0559 Parking Services Agent I	53	13/ Protective	069	1	05/05/15

4051 Parking Services Technician	REVISE/ CIT	0559 Parking Services Agent I OR 4689 Parking Services Agent II	53	13/ Protective	069	1	05/05/15
4689 Parking Services Agent II	REVISE/ CIT	4689 Parking Services Agent II	53	13/ Protective	069	1	05/15/15
4702 Parking Services Agent III	REVISE/ CIT	4702 Parking Services Agent III	53	13/ Protective	069	1	05/15/15

Change-in-Title Policy requirements reflect revised procedures issued November 14, 2007. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and assignments. Verification of Change-in-Title actions in this respect will be verified during the next biennial compliance audit.

Voiding/Deleting Registers

The employment registers for each of the Parking Services Agent Series, Parking Services Attendant, and Parking Services Technician classes should be voided at the close of business on May 14, 2015. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Parking Services Agent Series (Knowledge Tests and/or Credentials Assessments) will be effective (available per E-Test) May 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 Tonya Koets at (217) 278-3150 Ext. 240 or at tonyak@sucss.illinois.gov.