

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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 *LCM*
Assistant Director, Operations and Audit Division

SUBJECT: **REVISED** Final Status Notice for the Study Abroad Series

DATE: May 19, 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):

Study Abroad Advisor
Study Abroad Assistant Director

Classes currently used by: UIC, SIUSOM

<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>Effective Date</u>
1049 Study Abroad Advisor	NEW	1049 Study Abroad Advisor	372	01	078	05/15/15
1048 Study Abroad Assistant Director/ International Programs Specialist	REVISE/ CIT	1048 Study Abroad Assistant Director	372	01	078	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 the Study Abroad Assistant Director/**International Programs Specialist** 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 specifications and examining instruments for the Study Abroad Series (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.