

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
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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 *lm*  
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Administrative Coordinator for User Services

DATE: May 22, 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 Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
0920 Administrative Coordinator for User Services	DELETE	N/A	03/Managerial	731	5/31/15

### Voiding/Deleting Registers

Any registers for the Administrative Coordinator for User Services classification should be voided no later than the close of business on **Friday, May 29, 2015**. All testing materials related to this classification title 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](http://www.sucss.illinois.gov). Deleted classifications will be listed under a separate link at [www.sucss.illinois.gov/csn.aspx?osm=c20](http://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](mailto:cindyn@sucss.illinois.gov).