

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Lucinda M. Neitzel *LMN*
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Security Officer Series

DATE: January 27, 2016

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of addition of the following classification:

Security Officer
Security Sergeant

<u>New Class</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4212 Security Officer	ADD	375	13/ Protective	069/ Safety And Security Services	02/15/16
4213 Security Sergeant	ADD	375	13/ Protective	069/ Safety And Security Services	02/15/16

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Security Officer Series classifications (Credentials Assessment) will be effective (available per E-Test) February 15, 2016. 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 Danielle Routh at (217) 278-3150 Ext. 232 or at danieller@sucss.illinois.gov.