

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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 Public Information Series

DATE: June 21, 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 revisions to the following classification(s):

Public Information Specialist  
Coordinator of Public Information

Classes are currently used by: EIU, ISU, NEIU, SIUC, SIU-SOM, UIC, UIS, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Effective Date</u>
1254 Public Information Specialist	REVISE	1254 Public Information Specialist	276	02/ Semi-Professional	N/A	215 Public Relations	08/01/16
1122 Coordinator of Public Information	REVISE/ CIT	1122 Public Information Coordinator	276	03/ Managerial	1	215 Public Relations	08/01/16

\*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

#### Voiding/Deleting Registers

The employment registers for the Public Information Series should be voided at the close of business on Friday, July 29, 2016. All testing materials related to this title should be destroyed.

#### Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Public Information Series classifications (Credentials Assessment) will be effective (available per E-Test) August 1, 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](http://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 Gail Hankins at (217) 278-3150 Ext. 240 or at [gailhankins@sucss.illinois.gov](mailto:gailhankins@sucss.illinois.gov).