

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Lucinda M. Neitzel *LMN*
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SUBJECT: Final Status Notice for the Procurement Officer Series

DATE: August 15, 2016

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Class currently used by: SIU-C, SIU-E, NEIU, EIU, NIU, WIU, CSU, GSU, ISU, UIUC, UIC, UIS

| <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> |
|--------------------------------|------------------------|--|-------------------|-------------------|--------------------|---------------------------------|-----------------------|
| 0307 Purchasing Officer I | REVISE/ CIT | 0307 Procurement Officer Assistant | 4 | 03/ Managerial | 356/ Purchasing | 1 | 09/15/16 |
| 0308 Purchasing Officer II | REVISE/ CIT | 0308 Procurement Officer | 4 | 03/ Managerial | 356/ Purchasing | 1 | 09/15/16 |
| 0309 Purchasing Officer III | REVISE/ CIT | 0309 Procurement Officer Specialist | 4 | 03/ Managerial | 356/ Purchasing | 1 | 09/15/16 |
| 1128 Purchasing Officer IV | REVISE/ CIT | 1128 Procurement Officer Supervisor | 4 | 03/ Managerial | 356/ Purchasing | 1 | 09/15/16 |

Voiding/Deleting Registers

The employment registers for each of the classifications in the Procurement Officer Series should be voided at the close of business on September 14, 2016. All testing materials related to this series should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Procurement Officer Series (Credentials Assessment) will be effective (available per E-Test) September 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 Tonya Weber at (217) 278-3150 Ext. 230 or at tonyaw@sucss.illinois.gov.