

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 
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the University Budget Officer Series

DATE: September 6, 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):

Assistant University Budget Officer
University Budget Officer

Classes are currently used by: EIU and ISU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4733 Assistant University Budget Officer	REVISE	4733 Assistant University Budget Officer	271	03/ Managerial	355/ Managerial	10/01/16
4728 University Budget Officer	REVISE	4728 University Budget Officer	271	03/ Managerial	355/ Managerial	10/01/16

Voiding/Deleting Registers

The employment registers for the University Budget Officer Series should be voided at the close of business on Friday, September 30, 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 University Budget Officer Series (Credentials Assessment) will be effective (available per E-Test) October 01, 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