

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



*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 *lma*
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Grants and Contracts Associate

DATE: August 30, 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):

Grants and Contracts Administrator I
Grants and Contracts Administrator II
Grants and Contracts Development Specialist

Classes are currently used by: NEIU, ICCB, UIC, UIUC, NIU, WIU, SIUSOM, SIUE, CSU, ISU

<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>
4801 Grants and Contracts Administrator I	REVISE/ CIT	5040 Grants and Contracts Associate	None	01/ Professional	1	000/ Special Group	10/01/16
4802 Grants and Contracts Administrator II							
4799 Grants and Contracts Development Specialist	REVISE/ CIT	5040 Grants and Contracts Associate	None	01/ Professional	1	000/ Special Group	10/01/16

*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 Grants and Contracts Administrator Series and the Grants and Contracts Development Specialist 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 Grants and Contracts Associate classification (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