


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 Security Guard Series

DATE: October 5, 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):

Security Guard
Security Guard Supervisor

Classes are currently used by: GSU, NEIU, NIU, SIUSOM, UIC, UIUC

<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>Exam Components</u>	<u>Effective Date</u>
4210 Security Guard	REVISE	4210 Security Guard	237	13/ Protective	069/ Safety and Security Services	CA & KT	11/15/16
4211 Security Guard Supervisor	REVISE	4211 Security Guard Supervisor	237	13/ Protective	069/ Safety and Security Services	CA Only	11/15/16

Voiding/Deleting Registers

The employment registers for the Security Guard Series should be voided at the close of business on **Monday, November 14, 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 Security Guard Series classifications will be effective (available per E-Test) **November 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.