

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Lyneir R. Cole
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Gail Hankins [REDACTED]
Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Evidence Custodian

DATE: August 16, 2018

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of the following classification(s):

Evidence Custodian

| <u>New Class</u> | <u>Action Proposed</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Effective Date</u> |
|----------------------------|------------------------|-------------------|-----------------------------|-------------------------------------|-----------------------|
| 0997 Evidence Custodian | ADD | N/A | 013/ Protective Services | 069 Safety and Security Services | 09/01/18 |

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Evidence Custodian classification (Credentials Assessment) will be effective (available per E-Test) September 01, 2018. 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 establish new pay rates/ranges to accompany the above change. 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.