

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Lyneir R. Cole
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Jeff Brownfield
 Executive Director

SUBJECT: Final Status Notice for the Program Director Series

DATE: October 11, 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 revisions to the following classification(s). The listed classifications will be discontinued on October 15, 2018. The new classifications listed in the chart below should be used in lieu of the current series. All positions in the Program Director Series must be converted to the new classes listed in the chart below by July 1, 2019.

Assistant Program Director
 Program Director

Discontinued Classifications:

<u>Current Class</u>	<u>Action Proposed</u>	<u>Occ. Area</u>	<u>Promotional Line</u>	<u>Work Area</u>	<u>Effective Date</u>
1045 Assistant Program Director	Discontinuation of Classification and Promotional Line	04/ Clerical	246	078/ Student Activity and Program Services	Effective Date 10/15/18 Final Implementation Date 07/01/19
4503 Program Director	Discontinuation of Classification and Promotional Line	03/ Managerial	246	078/ Student Activity and Program Services	Effective Date 10/15/18 Final Implementation Date 07/01/19

New Classifications:

<u>Current Class</u>	<u>Action Proposed</u>	<u>New Class</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
1045 Assistant Program Director	CIT	5001 Program Assistant OR 5002 Program Coordinator OR 5003 Program Director	1	Effective Date 10/15/18 Final Implementation Date <u>07/01/19</u>
4503 Program Director	CIT	5001 Program Assistant OR 5002 Program Coordinator OR 5003 Program Director	1	Effective Date 10/15/18 Final Implementation Date <u>07/01/19</u>

*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 Program Director Series should be voided at the close of business on October 15, 2018. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The newly developed class specifications and examining instruments for the Program Assistant, Program Coordinator and Program Director will be effective (available per E-Test) October 15, 2018. For details on class specifications and other information i.e. occupational area, work area, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Employers should make adjustments to and 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 Jeff Brownfield at (217) 278-3150 Ext. 228 or at jeffb@sucss.illinois.gov.