


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 and Testing Personnel

FROM: Jeff Brownfield 
Executive Director

SUBJECT: Final Status Notice for the Program Coordinator 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 Coordinator Series must be converted to the new classes listed in the chart below by July 1, 2019.

Program Assistant
Program Coordinator

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> |
|-----------------------------|--|--------------------------|-------------------------|--------------------------------|---|
| 4906 Program Assistant | Discontinuation of Classification and Promotional Line | 02/ Semi-Professional | 242 | 048/ Instructional Services | Effective Date 10/15/18 Final Implementation Date 07/01/19 |
| 4907 Program Coordinator | Discontinuation of Classification and Promotional Line | 02/ Semi-Professional | 242 | 048/ Instructional 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> |
|---------------------------------|------------------------|--|-------------------------------|--|
| 4906 Program Assistant | 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> |
| 4907 Program Coordinator | 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 Coordinator 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.