

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Urbana, Illinois 61802-6099



Lyneir R. Cole
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Jeff Brownfield *JBFB*
Executive Director

SUBJECT: Final Status Notice for the Program Assistant

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 the following classification(s):

Program Assistant

<u>New Class</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5001 Program Assistant	ADD	N/A	01/ Professional Services	000 Special Group	10/15/18

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Program Assistant classification (Credentials Assessment) will be effective (available per E-Test) October 15, 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.

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.