

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Jill Smart
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Omeka Brown *OB*
 Human Resource Representative, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Public Information Associate

DATE: February 6, 2019

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):

Public Information Specialist
 Public Information Coordinator

Classes are currently used by: CSU, EIU, GSU, ISU, ISAC, NEIU, NIU, SIUC, SIU-SOM, UIC, UIP, UIR, DSCC, UIS, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
1254 Public Information Specialist	REVISE/ CIT	5006 Public Information Associate	None	01/ Professional	1	000/ Special Group	CA	03/15/19
1122 Public Information Coordinator	REVISE/ CIT	5006 Public Information Associate	None	01/ Professional	1	000/ Special Group	CA	03/15/19

*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 Public Information Series should be voided at the close of business on Thursday, March 14, 2019. 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 Public Information Associate classification (Credentials Assessment) will be effective (available per E-Test) March 15, 2019. 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 Omeka Brown at (217) 278-3150 Ext. 230 or at omekab@sucss.illinois.gov.