

# 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:** Jeff Brownfield, Executive Director  
 Classification, Examination and Compensation

**SUBJECT:** Final Status Notice for the Office Support Series

**DATE:** February 12, 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):

The classifications and examinations for the Office Support Series have been revised. The new examinations will be effective on May 1, 2019. Per the chart below, positions/employees within the Clerk Series should be reviewed in accordance with this notice.

Classes are currently used by: CSU, EIU, GSU, IBHE, ICCB, ISU, ISAC, NEIU, NIU, NIU-GE, NIU-HE, NIU-LT, NIU-NC, NIU-RC, SIUC, SIUE, SIU-SM, SUCSS, SURS, UI-AH, UI-AP, UI-CH, UIC, UI-COMP, UI-COMR, UI-DSCC, UI-DSCC-C, UI-DS, UI-INRS, UIS, UIUC, WIU, WIU-QC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>NEW Prom. Line</u>	<u>Occ. Area</u>	<u>NEW Work Area</u>	<u>Exam Components</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
0826 Clerical Assistant	REVISE/ CIT	0845 Office Support Assistant	49	04/ Clerical	594/ Secretarial	KT	1	05/01/19
0845 Office Support Assistant								
0827 Clerk	REVISE/ CIT	0846 Office Support Associate	49	04/ Clerical	594/ Secretarial	KT	1	05/01/19
0846 Office Support Associate								

0759 Chief Clerk 3243 Office Support Specialist	REVISE/ CIT	3243 Office Support Specialist	49	04/ Clerical	594/ Secretarial	CA & KT	1	05/01/19
0808 Staff Clerk 3266 Office Manager	REVISE/ CIT	3266 Office Manager	49	04/ Clerical	594/ Secretarial	CA & KT	1	05/01/19
0747 Administrative Clerk 3253 Office Administrator	REVISE/ CIT	3253 Office Administrator	49	04/ Clerical	594/ Secretarial	CA & KT	1	05/01/19

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The employment registers for the Clerk Series should be deleted and for the Office Support Series should be voided at the close of business on Tuesday, April 30, 2019. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Office Support Series (Knowledge Tests and Credential Assessments) will be effective (available per E-Test) May 1, 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](http://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 Jeff Brownfield at (217) 278-3150 Ext. 228 or at [jeffb@sucss.illinois.gov](mailto:jeffb@sucss.illinois.gov).