

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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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: Danielle Routh *DR*
Human Resource Associate, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Events Administrator Associate

DATE: March 29, 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):

Events Administrator Associate

<u>Current Class</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5009 Events Administrator Associate	ADD	N/A	01/ Professional	000/ Special Group	05/01/19

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Events Administrator Associate classification (Credentials Assessment) 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.

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.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3150 or at danieller@sucss.illinois.gov.