

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: Gail Hankins
Human Resource Officer

SUBJECT: Final Status Notice for the Human Resource Associate

DATE: June 26, 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 the following classification(s):

Human Resource Associate

<u>New Class</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Component</u>	<u>Effective Date</u>
5020 Human Resource Associate	Revise	N/A	01/ Professional Services	000 Special Group	Credentials Assessment	8/01/2019

Voiding/Deleting Registers

The employment registers for the Human Resource Associate should be voided at the close of business on Wednesday, July 31, 2019. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Human Resource Associate classification (Credentials Assessment/Custom Class) will be effective (available per E-Test) August 1, 2019. For details on class specification 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

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.

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 Gail Hankins at (217) 278-3150 Ext. 240 or at GailHankins@succs.illinois.gov.