


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Jill Smart
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives
Classification Personnel
Testing Personnel

FROM: Lauren Aceves 
Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Proposal Notice for the Coordinator of Operations – The President’s House

DATE: October 14, 2019

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore being proposed for deletion from the State Universities Civil Service System classification plan.

Coordinator of Operations - The President's House

| <u>Code No.</u> | <u>Class Title</u> | <u>Proposed Action</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Eff. Date</u> |
|-----------------|--|------------------------|-------------------|--------------------|------------------|------------------|
| 4687 | Coordinator of Operations - The President's House | DELETE | None | 03 / Managerial | 172 | 11/15/2019 |

Class currently used by: none

Voiding/Deleting Registers

The registers for the Coordinator of Operations – The President’s House should be voided at the close of business on November 14th, 2019.

Human Resources Records/Seniority

Appropriate updates should be completed in each file for any employee who has previously held a position in an eliminated classification. In this respect, individual seniority calculations should be carefully reviewed during this proposal notice period.

Pay Rate/Ranges

The pay ranges for the designated classification(s) will be eliminated through the Statewide Salary Data Processing System, (SSDPS).

Class Specification and Examination Components/Instruments

For classification/examination details and other information visit the class specification link at our website at www.sucss.illinois.gov.

If you have any questions or need additional information, please contact Lauren Aceves at (217) 278-3150 Ext. 232 or at laurena@sucss.illinois.gov.