


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

SUBJECT: Final Status Notice for the Residence Hall Attendant Series

DATE: December 3, 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):

Supervisor of Residence Hall Attendants Coordinator of Residence Hall Attendant Program

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date for Spec</u>	<u>Effective Date for Exam</u>
0560 Residence Hall Attendant	NONE	Residence Hall Attendant	207	13 Protective Services	069	3/26/1996	3/26/1996
3807 Supervisor of Residence Hall Attendants	REVISE	Supervisor of Residence Hall Attendants	207	13 Protective Services	069	12/1/2019	12/1/2019
3806 Coordinator of Residence Hall Attendant Program	REVISE	Coordinator of Residence Hall Attendant Program	207	13 Protective Services	069	12/1/2019	12/1/2019

Voiding/Deleting Registers

The employment registers for the **Supervisor of Residence Hall Attendants and Coordinator of Residence Hall Attendant Program** should be voided at the close of business on Friday, November 29, 2019. All testing materials related to these two levels should be destroyed.

*The employment registers for the **Residence Hall Attendants** *will remain active and should not be voided* as the examining instrument has not changed.

Class Specification and Examination Components/Instruments

The revised class specification and corresponding examining instruments for the **Supervisor of Residence Hall Attendants and Coordinator of Residence Hall Attendant Program** classifications will be effective (available per E-Test) on December 1, 2019.

The revised class specification for the Residence Hall Attendant will be effective (available per E-Test) on December 1, 2019. The corresponding examining instrument for the Residence Hall Attendant will be revised at a later date.

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 adjust 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 Lauren Aceves at (217) 278-3150 Ext. 232 or at laurena@sucss.illinois.gov.