

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

SUBJECT: **Revised** Final Status Notice for the Facilities Operations Series

DATE: December 2, 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):

Assistant Facilities Manager Facilities Manager

| <u>Code No.</u> | <u>Class Title</u> | <u>Action</u> | <u>Revised/New Class Title</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Exam Comp.</u> | <u>Eff. Date</u> |
|-----------------|---|---------------|---------------------------------|-------------------|------------------|------------------|-------------------|-------------------------------|
| 2379 | Assistant Facilities Manager | REVISE/CIT | Facility Operations Specialist | 254 | 03 Managerial | 593 | CA | 12/1/2019 (REVISED) |
| 2378 | Facilities Manager | REVISE/CIT | Facility Operations Coordinator | 254 | 03 Managerial | 593 | CA | 12/1/2019 (REVISED) |
| 3840 | Supervisor of University Union Operations | REVISE/CIT | Facility Operations Specialist | 254 | 03 Managerial | 593 | CA | 12/1/2019 (REVISED) |

Classes are currently used by: ISAC, ISU, NEIU, NIU, SIUE, UIC, UIS, UIUC, WIU

*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

Voiding/Deleting Registers

The employment registers for the Facilities Manager series **and** the Supervisor of University Union Operations classification should be voided at the close of business on Friday, November 29th, 2019. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Facility Operations (previously Facilities Manager) series will be effective (available per E-Test) on December 1st, 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.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

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.

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.