

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Jill Smart  
Merit Board Chair  
Jeff Brownfield  
Executive Director

TO: Classification Personnel  
Testing Personnel  
Designated Employer Representatives/Human Resources Directors

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

SUBJECT: Final Status Notice for the Admitting Officer Series

DATE: January 10, 2020

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):

Admitting Officer I  
Admitting Officer II  
Admitting Officer III  
Admitting Officer IV

<u>Code No.</u>	<u>Current 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>Eff. Date</u>
2763	Admitting Officer I	REVISE	Admitting Officer I	133	04/ Clerical	440/ Admissions	1/10/2020
2764	Admitting Officer II	REVISE	Admitting Officer II	133	04/ Clerical	440/ Admissions	1/10/2020
2765	Admitting Officer III	REVISE	Admitting Officer III	133	04/ Clerical	440/ Admissions	1/10/2020
4535	Admitting Officer IV	REVISE	Admitting Officer IV	133	04/ Clerical	440/ Admissions	1/10/2020

**Classes are currently used by: UIC, UIC-Hospital**

\*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 Admitting Officer series should be voided at the close of business on Thursday, January 9<sup>th</sup>, 2020. 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 Admitting Officer series classifications will be effective (available per E-Test) on January 10<sup>th</sup>, 2020. 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](http://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](mailto:laurena@sucss.illinois.gov).