

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Julie Annette Jones
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Omeka Brown *OB*
 Human Resource Representative, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Financial Aid Series

DATE: February 6, 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):

Financial Aid Representative
 Financial Aid Coordinator
 Financial Aid Manager

Class is currently used by: CSU, EIU, GSU, ISAC, NEIU, NIU, SIUC, SIUE, SIU-SOM, UIC, UIS, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
0052 Financial Aid Adviser	REVISE/CIT	0052 Financial Aid Representative	201	04/ Clerical	1	078/ Student Activity and Program Services	KT	3/15/20
0053 Financial Aid Adviser Coordinator	REVISE/CIT	0053 Financial Aid Coordinator	201	03/ Managerial	1	078/ Student Activity and Program Services	CA	3/15/20
0054 Financial Aid Adviser Manager	REVISE/CIT	0054 Financial Aid Manager	201	03/ Managerial	1	078/ Student Activity and Program Services	CA	3/15/20

*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 Financial Aid Advisor Series should be voided at the close of business on Saturday, March 14, 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 Financial Aid Series (Credentials Assessment and Knowledge Test) will be effective (available per E-Test) March 15, 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.

Pay Rate/Ranges

Where necessary, employers should make adjustments to 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 Omeka Brown at (217) 278-3153 or at omekab@sucss.illinois.gov.