

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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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 Associate

DATE: September 29, 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 the establishment of the following classification(s):

Financial Aid Associate

| <u>Current Class</u> | <u>Action Proposed</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Exam Components</u> | <u>Effective Date</u> |
|---------------------------------|------------------------|-------------------|---------------------|-----------------------|------------------------|-----------------------|
| 5011 Financial Aid Associate | NEW | NONE | 01/ Professional | 000/ Special Group | CA | 11/01/20 |

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Financial Aid Associate classification (Credential Assessment) will be effective (available per E-Test) November 1, 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.