

# 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 and Examination Personnel

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

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

DATE: October 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 revisions to the following classification(s):

Assistant Facilities Manager  
Facilities Manager  
Supervisor of University Union Operations/Education Center Operations Supervisor

<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>CIT Policy</u>	<u>Eff. Date</u>
2379	Assistant Facilities Manager	REVISE/CIT	Facility Operations Specialist	254	03 Managerial	593	CA	1	12/1/2019 (REVISED)
2378	Facilities Manager	REVISE/CIT	Facility Operations Coordinator	254	03 Managerial	593	CA	1	12/1/2019 (REVISED)
3840	Supervisor of University Union Operations	REVISE/CIT	Facility Operations Specialist	254	03 Managerial	593	CA	1	12/1/2019 (REVISED)
3840	Education Center Operations Supervisor**	REVISE/CIT	Facility Operations Specialist	254	03 Managerial	593	CA	1	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.

\*\* A title that has been officially adopted as an alternative to some other class title is designated with a double asterisk (\*\*) in this notice. Please note that the class code number for both class titles remains the same.

#### Voiding/Deleting Registers

The employment registers for the Facilities Manager series **and** the Supervisor of University Union Operations/Education Center Operations Supervisor classification should be voided at the close of business on Friday, November 29<sup>th</sup>, 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 1<sup>st</sup>, 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](http://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) 278-3155 or at [laurena@sucss.illinois.gov](mailto:laurena@sucss.illinois.gov).