


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Julie Annette Jones
Merit Board Chair
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Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

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

SUBJECT: Final Status Notice for the Business Manager Series

DATE: July 15, 2021

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):

Business Manager
Business Manager II

<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>
2375	Business Manager I	REVISE/ CIT	Business Manager	165	03/ Managerial	355/ Managerial	CA	1	07/15/21
2374	Business Manager II	REVISE/ CIT	Senior Business Manager	165	03/ Managerial	355/ Managerial	CA	1	07/15/21

Classes are currently used by: EIU, ISU, UI-C, UI-CH, UI-CMP, UI-CMR, UI-UC, NEIU, NIU, NIU-R, SIU-C, SIU-E, SIU-SM, WIU, WIU-QC

*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 Business Manager Series classification(s) shall be voided at the close of business on Wednesday, July 14th, 2021. All testing materials related to this title shall be destroyed.

Reemployment Registers

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or for a classification that is reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Business Manager Series classification(s) will be effective (available per E-Test) on July 15th, 2021. 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 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 shall 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) 278-3155 or at laurena@sucss.illinois.gov.