


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
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Julie Annette Jones
Merit Board Chair
Jeff Brownfield
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 Admissions and Records Series Classification

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):

Admissions and Records Assistant
Admissions and Records Representative
Admissions and Records Officer
Admissions and Records Coordinator

<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>
3748 Admissions/ Records Specialist I	REVISE / CIT	2754	080	02 / Semi- Professional	001 / Admissions and Records Services	KT	1	07/15/21
3749 Admissions/ Records Specialist II		Admissions and Records Assistant						
2755 Admissions and Records Representative	REVISE	2755 Admissions and Records Representative	080	02 / Semi- Professional	001 / Admissions and Records Services	CA	N/A	07/15/21

<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>
2756 Admissions and Records Officer	REVISE	2756 Admissions and Records Officer	080	02 / Semi-Professional	001 / Admissions and Records Services	CA	N/A	07/15/21
2757 Admissions and Records Supervisor	REVISE / CIT	2757 Admissions and Records Coordinator	080	02 / Semi-Professional	001 / Admissions and Records Services	CA	1	07/15/21

Classes are currently used by:

CSU, EIU, GSU, ISU, UI-C, UI-CMR UI-S, UI-UC, NEIU, NIU, NIU-NC SIU-C, SIU-E, SIU-SM, 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.

Voiding/Deleting Registers

The employment registers for the Admissions/Records Specialist Series **and** the Admissions and Records 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 new class specification and examining instruments for the Admissions and Records 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.