


## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center  
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**Julie Annette Jones  
Merit Board Chair  
Gail Schiesser  
Interim 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/Administrative Associate

DATE: September 1, 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/Administrative Associate**

<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>Eff. Date</u>
5010	Business/ Administrative Associate	REVISE	Business/ Administrative Associate	None	01 / Professional	000 / Special Group	CA	09/01/21

Classes are currently used by: CSU, EIU, GSU, ICCB, ISU, UI-C, UI-CH, UI-CMP, UI-CMR, UI-DSCC, 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.

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.

### Classification and Examination Components/Instruments

The new class specification and examining instruments for the Business/Administrative Associate classification will be effective (available per E-Test) on September 1<sup>st</sup>, 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](http://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 should 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](mailto:laurena@sucss.illinois.gov).