

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center**  
**1717 Philo Road, Suite 24**  
**Urbana, Illinois 61802-6099**



**Julie Annette Jones**  
**Merit Board Chair**  
**Gail Schiesser**  
**Executive Director**

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Hankins *GH*  
 Human Resource Officer, Classification, Examination and Compensation Division

SUBJECT: Final Status Notice for the Special Education Paraprofessional

DATE: January 15, 2022

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):

**Special Education Teacher Assistant (Hearing Impaired)**  
**Special Education Teacher Assistant (Physically Disabled)**  
**Special Education Teacher Assistant (Visually Impaired)**

Classes are currently used by: ISU

<u>Current Class</u>	<u>Action</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam Components</u>	<u>Effective Date</u>
0331 Special Education Teacher Assistant (Hearing Impaired)	Revise/CIT	0331 Special Education Paraprofessional	None	02/ Semi-Professional	048/Instructional Services	1	CA	01/15/22
0332 Special Education Teacher Assistant (Physically Disabled)	Revise/CIT	0331 Special Education Paraprofessional	None	02/ Semi-Professional	048/Instructional Services	1	CA	01/15/22
0333 Special Education Teacher Assistant (Visually Impaired)	Revise/CIT	0331 Special Education Paraprofessional	None	02/ Semi-Professional	048/Instructional Services	1	CA	01/15/22

\*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 Notice of Employment or similar documentation shall be issued to all incumbents whose positions are changed by CIT procedures with the notation: "Change-In-Title – Policy."

#### Voiding/Deleting Registers

The Original Entry employment registers for all versions of the Special Education Teacher Assistant classifications shall be voided at the close of business on Friday, January 14, 2022. 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.

#### Classification and Examination Components/Instruments

The revised class specification and examining instrument for the Special Education Paraprofessional classification will be effective (available per E-Test) January 15, 2022. 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 make adjustments to and/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 Gail Hankins at (217) 560-6203 or at [gailhankins@sucss.illinois.gov](mailto:gailhankins@sucss.illinois.gov).