

# 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 *GHA*  
 Human Resource Officer, Classification, Examination and Compensation

**SUBJECT:** Final Status Notice for the Accounting Series

**DATE:** January 14, 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):

- Accounting Clerk
- Account Technician I
- Account Technician II
- Account Technician III

Classes are currently used by: CSU, DSCC, EIU, GSU, ICCB, ISU, ISAC, NEIU, NIU, NIU-R, PMS, RMS, SIUC, SIUE, SIU-SMS, SURS, UIUC, UI-AH, UI-INRS, UIC, UI-CH, UIS, WIU

<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>
0741 Accounting Clerk	REVISE/CIT	3851 Accounting Assistant	311	04/ Clerical	350/ Accounting	1	KT	01/15/22
3851 Account Technician I		3852 Accounting Officer						
3852 Account Technician II	REVISE/CIT	3852 Accounting Officer	311	04/ Clerical	350/ Accounting	1	KT	01/15/22
4651 Account Technician III	REVISE/CIT	4651 Accounting Specialist	311	04/ Clerical	350/ Accounting	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 and the Promotional employment registers for the Accounting Clerk, Account Technician I, Account Technician II, and Account Technician III 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 instruments for the Accounting series 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).