

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
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Julie Annette Jones  
Merit Board Chair  
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Executive Director

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Danielle Routh, Human Resource Manager *DR*  
Classification, Examination, and Compensation Division

DATE: January 26, 2022

RE: Proposal Notice for Deletion of Classifications

Consistent with our obligation to administer and maintain the classification plan, the State Universities Civil Service System (University System) is in the process of reviewing all approved Civil Service classifications. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer through the deletion and consolidation of underutilized classifications. We believe that this strategy will help to eliminate redundancy within our classification plan and reduce the overall number of classifications used by participating universities and agencies.

Based on a preliminary review of the Salary Range Reports, the following classifications have not been in use by any university or agency for several years. Therefore, the University System is proposing the deletion of the following classifications from the classification plan. Prior to deletion of these classifications, we are requesting that each university and agency review their records to ensure the accuracy of this information.

<u>Class/Class Series</u>	<u>Class Code</u>	<u>Action</u>	<u>Occupational Area</u>	<u>Work Area</u>	<u>Effective Date</u>
Assistant to Director of Physical Plant	0416	DELETE	03/Managerial	172/Managerial	March 1, 2022
Assistant to Health Center Administration	0040	DELETE	03/Managerial	441/Managerial	March 1, 2022
Classification/ Compensation Specialist I	4643				
Classification/ Compensation Specialist II	4644	DELETE	03/Managerial	630/Campus	March 1, 2022
Classification/ Compensation Specialist III	4645				

Governmental Liaison Officer	4747	DELETE	01/Professional	215/Public Relations	March 1, 2022
Loan Service Officer I	2776	DELETE	02/Semi-Professional	358/Scholarship Program	March 1, 2022
Loan Service Officer II	2777				
Loan Service Officer III	2778				
Messenger	2659	DELETE	04/Clerical	214/Messenger and Mail Services	March 1, 2022
Recycling Assistant	0318	DELETE	04/Clerical	026/ Custodial Services	March 1, 2022
Supply Attendant	0569	DELETE	12/Medical Services	445/Subsidiary	March 1, 2022

If you have an incumbent in one of these classifications, please inform our office immediately. You are invited to provide comments and/or suggestions related to the deletion of the classifications listed above.

If you have any questions or need additional information, or would like to provide feedback or concerns regarding this change, please contact me at [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).