

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

DATE: April 28, 2022

RE: Final Status Notice for Budget Analyst Series

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):

Budget Analyst
Senior Budget Analyst
University Budget Officer

<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>
4739 Budget Analyst I	REVISE /CIT	4739 Budget Analyst	315	02/Semi-Professional	350/Accounting	CA	1	05/01/22
4740 Budget Analyst II								
4741 Budget Analyst III	REVISE /CIT	4741 Senior Budget Analyst	315	01/Professional	350/Accounting	CA	1	05/01/22
4733 Assistant University Budget Officer								

4728 University Budget Officer	Revise/ CIT	4728 University Budget Officer	315	01/Professional	593/Managerial	CA	1	05/01/22
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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 Budget Analyst Series and the University Budget Officer Series classification(s) shall be voided at the close of business on Friday, April 29th, 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.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Budget Analyst Series classification(s) will be effective (available per E-Test) on May 1st, 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.

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 Danielle Routh at (217) 278-3150 or at danieller@sucss.illinois.gov.