

# 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 Examination Personnel

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

**SUBJECT:** Final Status Notice for Alternate Title Classifications Revisions

**DATE:** November 30, 2022

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and the effective date for the following classifications:

<u>Alternate Class Title</u>	<u>Action</u>	<u>Current Class Title</u>	<u>Designated 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>
Adult Education Community Coordinator 4527	REVISE	Continuing Education Community Coordinator 4527	Continuing Education Community Coordinator 4527	None	02/Semi-Professional	01/Admissions & Records Services	CA	1	12/1/22
Arena Attendant 0500	REVISE	Assembly Hall Attendant 0500	Assembly Hall Attendant 0500	60	08/Custodial Services	026/Custodial Services	CA	1	12/1/22
Arena Facilities Supervisor 3495	REVISE	Field House Facilities Supervisor 3495	Field House Facilities Supervisor 3495	None	02/Semi-Professional	170/Construction, Maintenance & Repair	CA	1	12/1/22
Assistant Director of Arena 1069	REVISE	Assistant Director of Assembly Hall 1069	Assistant Director of Auditorium 1069	None	03/Managerial	172/Managerial	CA	1	12/1/22
Assistant to Director of Student Center 0420	REVISE	Assistant to Director of University Union 0420	Assistant to Director of University Union 0420	None	03/Managerial	078/Student Activity & Program Services	CA	1	12/1/22
Associate Director for Illini Union/Housing Food Services 1053	REVISE	University Food Service Director 1053	University Food Service Director 1053	None	03/Managerial	380/Food Management	CA	1	12/1/22
Electrician Lamper 2240	REVISE	Laborer-Electrician 2240	Laborer-Electrician 2240	111	15/Semi-Skilled Trades	170/Construction, Maintenance & Repair	CA	1	12/1/22
Electrician Lamper Foreman 1725	REVISE	Laborer-Electrician Foreman 1725	Laborer-Electrician Foreman 1725	111	15/Semi-Skilled Trades	170/Construction, Maintenance & Repair	CA	1	12/1/22
Executive Assistant 3260	REVISE	Executive Secretary 3260	Executive Assistant 3260	None	04/Clerical	594/Secretarial	CA	1	12/1/22

Field House Facilities Attendant 0500	REVISE	Assembly Hall Attendant 0500	Assembly Hall Attendant 0500	60	08/Custodial Services	026/Custodial Services	CA	1	12/1/22
House Attendant 2133	REVISE	Housekeeper 2133	Housekeeper 2133	198	08/Custodial Services	026/Custodial Services	CA	1	12/1/22
Mail Carrier 2633	REVISE	Mail Messenger 2663	Mail Messenger 2663	130	04/Clerical	214/Messenger & Mail Services	CA	1	12/1/22
Service Office Supervisor 3590	REVISE	Routing Supervisor 3590	Routing Supervisor 3590	62	04/Clerical	170/Construction, Maintenance & Repair	CA	1	12/1/22
Stage Foreman 3437	REVISE	Assembly Hall Physical Facilities Supervisor 3437	Assembly Hall Physical Facilities Supervisor 3437	60	02/Semi-Professional	170/Construction, Maintenance & Repair	CA	1	12/1/22

These changes are being implemented to align the classification plan with current standard processes, and protocols. The Alternate Titles will be eliminated from the classification specification details page on the State Universities Civil Service System's website. The designated title changes are to assist in a more efficient classification plan.

The seniority calculations will not change for any incumbent.

Voiding/Deleting Registers

The employment registers for the above classifications shall be voided at the close of business on **Wednesday, November 30, 2022.**

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 a classification reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Classification and Examination Components/Instruments

The class specification and examination instruments for the above classifications will be effective (available per E-Test) on **December 1, 2022.** For details on class specifications and other information, i.e., occupational line, 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

Employers shall adjust or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity for each employer to properly reflect their individual compensation programs for these operations and positions.

Thank you in advance for your cooperation and assistance. If you have any questions, contact Danielle Routh at (217) 278-3150 or [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).