

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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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: Preliminary Status Notice - Accounting Series

DATE: December 13, 2022

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

<u>Class Title</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam. Comp.</u>	<u>Effective Date</u>
Accounting Assistant 3851	REVISE	311	04/Clerical	350/Accounting	1	CA	01/15/2023
Accounting Officer 3852	REVISE	311	04/Clerical	350/Accounting	1	CA	01/15/2023
Accounting Specialist 4651	REVISE	311	04/Clerical	350/Accounting	1	CA	01/15/2023

*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 above classifications shall be voided at the close of business on January 14, 2023.

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 January 15, 2023. 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.

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.

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 danieller@sucss.illinois.gov.