

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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
Classification, Examination, and Compensation

SUBJECT: Preliminary Status Notice for the Information Technology Support Associate, Information Technology Technical Associate, and Information Technology Manager/Administrative Coordinator

DATE: February 28, 2023

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

Information Technology Support Associate
Information Technology Technical Associate
Information Technology Manager/Administrative Coordinator

<u>Current Class</u>	<u>Action</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Comp.</u>	<u>Change-in-Title</u>	<u>Eff. Date</u>
5032 Information Technology Support Associate	Revise	01/Professional	000/Special Group	CA	1	04/01/23
5031 Information Technology Technical Associate	Revise	01/Professional	000/Special Group	CA	1	04/01/23
5030 Information Technology Manager/ Administrative Coordinator	Revise	01/Professional	000/Special Group	CA	1	04/01/23

*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/revise 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."

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 April 1, 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 broad pay range will optimize the opportunity for each employer to properly reflect their 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.