

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Julie Annette Jones  
Merit Board Chair  
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TO: Designated Employer Representatives, Classification, and Testing Personnel

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

SUBJECT: Discontinuation Notice - Information Technology Management Series

DATE: March 7, 2023

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

**Information Technology Assistant Manager**  
**Information Technology Manager**  
**Information Technology Associate Director**  
**Information Technology Director**

These changes will be beneficial in addressing the recruitment, employment, and retention concerns surrounding highly skilled staff and the constantly evolving operational need.

New positions, or any new vacancy, that have traditionally been classified in the IT Management series must be employed through the Information Technology Manager/Administrative Coordinator classification.

As necessary, current employees may remain in the IT Management classification series until separation from this classification series or be moved to the Information Technology Manager/Administrator Coordinator under the change-in-title provisions outlined below.

Any employee who moved from the IT Management series must meet the minimum qualifications for the new classification or submit a compensatory qualification.

This notice provides the discontinuation of the IT Management series and a process to provide a Change-in-Title, as necessary, for current positions/employees to be moved into the IT custom classification. The deadline for converting current positions/employees is **June 30, 2023**.

The following revisions to the classification plan shall become effective as listed below:

## **New Hire Process**

<b><u>Current Class</u></b>	<b><u>Action</u></b>	<b><u>Occ. Area</u></b>	<b><u>Work Area</u></b>	<b><u>Eff. Date</u></b>
2421 Information Technology Assistant Manager	Discontinuation	03/Managerial	IT Management	06/30/2023

2422 Information Technology Manager	Discontinuation	03/Managerial	IT Management	06/30/2023
1036 Information Technology Associate Director	Discontinuation	03/Managerial	IT Management	06/30/2023
1037 Information Technology Director	Discontinuation	03/Managerial	IT Management	06/30/2023

Voiding/Deleting Registers

The employment registers for the Information Technology Management Series classifications shall be voided at the close of business on Thursday, June 29, 2023. 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 and examination. Reemployment Registers shall not be voided.

Change-in-Title Process

<u>Current Class</u>	<u>Action</u>	<u>Revised/New Classification</u>	<u>Change-in-Title Policy</u>	<u>Eff. Date</u>
2421 Information Technology Assistant Manager	Discontinuation	5030 Information Technology Manager/Administrator Coordinator <b>OR</b> Remain in current classification until separation from class	1	6/30/2023
2422 Information Technology Manager	Discontinuation	5030 Information Technology Manager/Administrator Coordinator <b>OR</b> Remain in current classification until separation from class	1	6/30/2023
1036 Information Technology Associate Director	Discontinuation	5030 Information Technology Manager/Administrator Coordinator <b>OR</b> Remain in current classification until separation from class	1	6/30/2023

1037 Information Technology Director	Discontinuation	5030 Information Technology Manager/Administrator Coordinator <b>OR</b> Remain in current classification until separation from class	1	6/30/2023
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Pay Rate/Ranges

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

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) 278-3156 or [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).