

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 Testing Personnel

FROM: Noel Rowe, Human Resource Assistant Manager
Classification, Examination, and Compensation Division

RE: Preliminary Status Notice for Live Captioner

DATE: March 20, 2024

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

Live Captioner

<u>New Classification</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
2185 Live Captioner	NEW	None	02/Semi- Professional	CA	05/01/2024

*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.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Live Captioner classification will be effective (available per E-Test) on May 1, 2024. For details on class specification and other information, i.e., occupational area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Employers should adjust or establish new pay rates/ranges to accompany the above changes where necessary. In some instances, establishing a broad 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 Noel Rowe at noelr@sucss.illinois.gov.