

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099

Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

DATE: September 8, 2004

TO: Designated Employer Representatives, Human Resource Directors,
Examination & Classification Personnel

FROM: Jeff Brownfield, Assistant Director
Classification, Compensation and Examination Division

SUBJECT: Information Technology Manager/Administrative Coordinator (Pilot Program)
Revised Status Notice

In January 2004, the System Office issued notification of a classification plan update which consolidated the following classifications into the new Pilot Program classification of Information Technology Manager/Administrative Coordinator (5030). This class plan consolidation was to be implemented by October 1, 2004.

<u>Classification</u>	<u>Class Code</u>
Associate Director	1036
Director	1037
Assistant Manager	2421
Manager	2422
Network Specialist Coordinator/University Network Coordinator	4831
Administrative Coordinator for User Services	0920

Operational difficulties at some of the major employment locations, to some degree spawned by an uncertain economic climate, have led us to re-evaluate our long term objectives in this respect. We are still committed to providing an alternative classification plan for all of our IT positions through the use of the three new IT Pilot Program classifications and associated employment protocols. However, due to operational difficulties, we are delaying, until further notice, the required implementation of the consolidation of the classifications named above to the IT Manager/Administrative Coordinator. This implementation delay will provide an extended period of time to assess and adjust business practices with respect to these IT functions and will ultimately result in an efficient classification plan transition, when we resume these conversion activities.

Please be reminded that all IT Pilot Program classifications are available for use at this time. Likewise, we strongly recommend each employment location quickly develop an operational strategy to transition their traditional IT classifications/positions to the new Pilot Program IT classifications (IT Manager/Administrative Coordinator, IT Technical Associate and IT Support Associate).

We want to emphasize that we will only provide limited support to the current IT classification structure which are outside of the Pilot Program. Consistent with our long term plans regarding this

occupational area, we still expect to systematically require the transition from the current traditional IT class plan to the use of the three IT Pilot Program classifications.

We plan to take this time to further review specific campus operational issues and activities. We will then attempt to develop a specific strategy/timeline to transition all civil service IT classifications into the three new IT Pilot Program classifications. Once again, employers are encouraged to develop an implementation strategy and to transition their IT positions prior to any required System directives.

The System Office is prepared to provide guidance and assistance to any employment location as they consider options in this IT transition process. Please contact me at (217)278-3150 Ext. 236 or jeffb@succs.state.il.us for assistance or if you need any additional information.

Following are the changes/updates to the classification plan

IT Management Classifications

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>
1036 Associate Director	REMAINS EFFECTIVE
1037 Director	REMAINS EFFECTIVE
2421 Assistant Manager	REMAINS EFFECTIVE
2422 Manager	REMAINS EFFECTIVE
4831 Network Specialist Coordinator/University Network Coordinator	REMAINS EFFECTIVE
0920 Administrative Coordinator for User Services	REMAINS EFFECTIVE

IT Pilot Program Classifications

<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>EFFECTIVE DATE</u>
ADD	5030 Information Technology Manager/Administrative Coordinator	October 1, 2003
ADD	5031 Information Technology Technical Associate	March 1, 2004
ADD	5032 Information Technology Support Associate	May 15 2004