

**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**

To: Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

From: Pulchratia L. Kinney-Smith  
Operations Division

Re: Final Status Notice for the Events Administrator Series  
CCE-06-235

Date: March 27, 2006

The System Office continues to revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the needs of each employer.

Classes currently used by: GSU, ISU, NIU, SIUC, UIC, UIUC

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Classes</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
4595 Events Administrator	REVISED	Events Administrator	0101	310	Managerial/03	Managerial/172	1	May 15, 2006
4596 Events Administrator (Concessions)	REVISED	Events Administrator	0101	310	Managerial/03	Managerial/172	1	May 15, 2006
4597 Events Administrator (Crowd Control)	REVISED	Events Administrator	0101	310	Managerial/03	Managerial/172	1	May 15, 2006
4598 Events Administrator (Ticket Control)	REVISED	Events Administrator	0101	310	Managerial/03	Managerial/172	1	May 15, 2006
	ADD	Senior Events Administrator	0102	310	Managerial/03	Managerial/172	1	May 15, 2006

Change-In-Title Policy requirement reflects revised procedures issued 12/23/03. The actions listed above are recommended. Based on job duties and responsibilities, positions should be identified and collectively moved simultaneously to the appropriate new classifications.

### Voiding Registers

The registers for the Events Administrator, Events Administrator (Concessions), Events Administrator (Crowd Control), and Events Administrator (Ticket Control) should be voided at the close of business on May 14, 2006. All testing materials related to these titles should be destroyed. The new/revised class specifications and examining instruments for the Events Administrator and Senior Events Administrator will be effective May 15, 2006.

### Pay Rate/Ranges

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

### Seniority

Dependent upon on change in classification, seniority calculations should be reviewed.

Please contact me at (217) 278-3150, ext. 230 or [pulchratiak@sucss.state.il.us](mailto:pulchratiak@sucss.state.il.us) if you need additional information.