

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Joanne Maitland
 Merit Board Chair
 Lewis T. (Tom) Morelock
 Executive Director

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

FROM: Jeff Brownfield
 Operations Division

SUBJECT: Final Status Notice for the Direct Mail Manager
 CCE-12-332

DATE: March 21, 2012

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

<u>Current Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4732 Direct Mail Manager	DELETE	N/A	03/ Managerial	661	4/15/12

Voiding/Deleting Registers

The registers for the Direct Mail Manager classification should be voided at the close of business on April 14, 2012. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

For classification/examination details and other information visit the class specification link at our website at www.sucss.state.il.us.

Pay Rate/Ranges

The pay ranges for the designated classification(s) will be eliminated through the Statewide Salary Data Processing System, (SSDPS).

Human Resources Records / Seniority

Appropriate updates should be completed in each file for any employee who has previously held a position in an eliminated classification. Seniority calculations should be reviewed.

If you have any questions or need additional information, please contact me at (217) 278-3150 Ext. 236 or at jeffb@sucss.state.il.us.