

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

**John Brewster**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

DATE: July 23, 2003

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

FROM: Pulchratia L. Kinney  
Classification, Compensation and Examination Division

SUBJECT: Human Resource Series Final Status Notice  
(CCE-04-05)

This shall serve as formal notification of a change and/or revision to the State Universities Civil Service System classification and examination plan. The System Office has officially established new classifications and examinations to replace several current Human Resource classifications and examinations. Please incorporate these changes as directed below. Please initiate the title change procedures to transition incumbents in the deleted classifications to one of the new classifications, as outlined in the following guidelines.

Class currently used by: COMP, COMR, CSU, DSCC EIU, GSU, ISU, NEIU, NIU, SIU-C, SIU-E, SIU-SMS, UIC, UICHC, UIUC, UIS, SUCSS, SURS and WIU.

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
	ADD	2134 Human Resource Assistant	7	September 26, 2003
	ADD	2135 Human Resource Representative	7	September 26, 2003
	ADD	2136 Human Resource Officer	7	September 26, 2003
	ADD	2137 Human Resource Assistant Manager	7	September 26, 2003
	ADD	2138 Human Resource Manager	7	September 26, 2003

The five new classifications in the Human Resource series listed above were designed to consolidate and replace the current classifications in the Human Resource Assistant and Human Resource Officer series. The actual title transfer of incumbents, as indicated below, is intended as a recommendation or suggested guideline. A thorough review of current job descriptions should be used to determine the proper designation of each incumbent to the new classifications within the new series.

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
0275 Personnel/Human Resources Assistant I	DELETE	2134 Human Resource Assistant	7	September 26, 2003
0276 Personnel/Human Resources Assistant II	DELETE	2134 Human Resource Assistant	7	September 26, 2003
0277 Personnel/Human Resources Assistant III	DELETE	2134 Human Resource Assistant OR 2135 Human Resource Representative	7	September 26, 2003
2782 Personnel/Human Resources Officer I	DELETE	2135 Human Resource Representative OR 2136 Human Resource Officer	7	September 26, 2003
2783 Personnel/Human Resources Officer II	DELETE	2135 Human Resource Representative OR 2136 Human Resource Officer	7	September 26, 2003
2784 Personnel/Human Resources Officer III	DELETE	2136 Human Resource Officer OR 2137 Human Resource Assistant Manager	7	September 26, 2003
2785 Personnel/Human Resources Officer IV	DELETE	2137 Human Resource Assistant Manager OR 2138 Human Resource Manager	7	September 26, 2003
2786 Personnel/Human Resources Officer V	DELETE	2138 Human Resource Manager	7	September 26, 2003

The registers for the Human Resources Assistant I, Human Resources Assistant II, Human Resources Assistant III, Human Resources Officer I, Human Resources Officer II, Human Resources Officer III, Human Resources Officer IV, and Human Resources Officer V should be deleted at the close of business Thursday, September 25, 2003. The class specification and examining instruments will be effective Friday, September 26, 2003.

Examining instruments for the Human Resource Assistant, Human Resource Representative, Human Resource Officer, Human Resource Assistant Manager, and Human Resource Manager will be available for distribution on Friday, September 26, 2003.

Revised Instrument by Class pages will be distributed to each university/agency.

Please contact me if you have any questions at 217/278-3150 or at [pulchratiak@sucss.state.il.us](mailto:pulchratiak@sucss.state.il.us).