

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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, Office Manager
Operations Division

SUBJECT: Final Status Notice for the Administrative Aide
CCE-13-66

DATE: August 13, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Administrative Aide

Classes currently used by: SURS, UIUC, UIC, INRS, UI-HE, ISAC, ISU, UICH, UI-COMR, WIU, EIU, SIU-SOM, SIUE, DSCC-C, UI-COMP, DSCC, NIU, SIUC, NEIU, GSU, CSU, UIS, WIU-QC, ICCB

<u>Current Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Revised/New Class</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
0058 Administrative Aide	REVISE	None	0058 Administrative Aide	02 Semi-professional	593 Managerial	10/15/12

Voiding/Deleting Registers

The registers for the Administrative Aide classification should be voided at the close of business on Friday, October 12, 2012. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Administrative Aide Credentials Assessment will be effective (available per E-Test) October 15, 2012. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.state.il.us.

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

Seniority calculations should be reviewed and established based on the final classification assignment.

Please contact Jeff Brownfield at the University System Office by calling 217.278.3150, Ext. 236 or email at jeffb@sucss.illinois.gov if you need additional information.