

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: Emily Grijalva
Operations Division

SUBJECT: Final Status Notice for the Student Judicial Programs Series

DATE: March 11, 2013

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):

**Student Judicial Programs Advisor
Director of Student Judicial Programs**

Classes currently used by: EIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
4764 Student Judicial Programs Advisor	REVISE/CIT	4764 Student Conduct Advisor	321	01/ Professional	078/ Study Activity & Program Services	1	05/01/13
4708 Director of Student Judicial Programs	REVISE/CIT	4708 Director of Student Conduct Programs	321	03/ Managerial	078/ Study Activity & Program Services	1	05/01/13

Voiding/Deleting Registers

The registers for the Student Judicial Programs Series should be voided at the close of business on Tuesday, April 30, 2013. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Student Conduct Programs Series (Credentials Assessment) will be effective (available per E-Test) May 01, 2013. 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 Emily Grijalva at the University System Office by calling 217.278.3150, Ext. 225 or email at emilyg@sucss.state.il.us if you need additional information.