

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center
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**James D. Montgomery
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director**

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

FROM: Torre L. Walls
Operations Division

SUBJECT: Final Status Notice for the Electroencephalographic Series
CCE-13-153

DATE: July 19, 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):

**Electroencephalographic Technician
Electroencephalographic Specialist
Electroencephalographic Supervisor**

Classes currently used by: UICH

<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>
3945 Electroencephalographic Technician I	REVISE/ CIT	3945 Electroencephalographic Technician	158	02/ Semi-Professional	446/ Technical Laboratory	1	09/01/13
3950 Electroencephalographic Technician II	REVISE/ CIT	3950 Electroencephalographic Specialist	158	02/ Semi-Professional	446/ Technical Laboratory	1	09/01/13
N/A	NEW	3955 Electroencephalographic Supervisor	158	03/ Managerial	446/ Technical Laboratory	N/A	09/01/13

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Electroencephalographic Series should be voided at the close of business on Friday, August 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 Electroencephalographic Series (Credentials Assessment) will be effective (available per E-Test) September 1, 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.illinois.gov.

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 Torre Walls at the University System Office by calling 217.278.3150, Ext. 230 or email at torrew@sucss.illinois.gov if you need additional information.