

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Julie Annette Jones
Merit Board Chair
Gail Schiesser
Executive Director

TO: Designated Employer Representatives, Classification and Examination Personnel

FROM: Christian Twombly, Human Resource Representative
 Classification, Examination, and Compensation

SUBJECT: Status Notice for Driver Series, Route Driver Series, and Campus Transportation Operator Series

DATE: September 15th, 2023

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date for the following classifications:

<u>Current Class</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title</u>	<u>Eff. Date</u>
2066 Driver Helper	REVISE /CIT	2755 Driver	66	14/ Skilled Trades	1	10/15/23
2104 Route Driver Helper	REVISE /CIT	2755 Driver	66	14/ Skilled Trades	1	10/15/23
1236 Driver	REVISE /CIT	1236 Heavy Driver	66	14/ Skilled Trades	1	10/15/23
3226 Route Driver	REVISE /CIT	1236 Heavy Driver	66	14/ Skilled Trades	1	10/15/23
2967 Campus Transportation Operator	REVISE /CIT	1236 Heavy Driver	66	14/ Skilled Trades	1	10/15/23

1844 Automotive Sub-Foreman	REVISE /CIT	1844 Driver Foreperson Sub-	66	14/ Skilled Trades	1	10/15/23
2968 Head Campus Transportation Operator	REVISE /CIT	1844 Driver Foreperson Sub-	66	14/ Skilled Trades	1	10/15/23
1576 Automotive Foreman	REVISE /CIT	1576 Driver Foreperson	66	14/ Skilled Trades	1	10/15/23

Classes are currently used by: CSU, EIU, GSU, ISU, UIC, UIS, UIUC, NEIU, NIU, SIUC, SIUE, SIUSM, WIU

*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-title actions listed above are strongly recommended, with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

Voiding/Deleting Registers

The employment registers for the above classifications shall be voided at the close of business on October 14, 2023.

Reemployment Registers

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or a classification reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Classification and Examination Components/Instruments

The class specification and examination instruments for the above classifications will be effective (available per E-Test) on October 15, 2023. For details on class specifications and other information, i.e., occupational line, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Employers shall adjust or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a broad pay range will optimize the opportunity for each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

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

If you have any questions or need additional information, please contact Christian Twombly at christiant@sucss.illinois.gov.