

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



**Julie Annette Jones**  
**Merit Board Chair**  
**Gail Schiesser**  
**Executive Director**

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Noel Rowe, Human Resources Assistant Manager  
 Classification, Examination, and Compensation Division

RE: Preliminary Status Notice: Communications Services Specialist Series

DATE: July 30, 2024

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

<u>Class Title</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Exam. Comp.</u>	<u>Effective Date</u>
4778 Communication Services Specialist I	DELETE	5032 Information Technology Support Associate	N/A	01/Professional	1	CA	09/01/2024
4779 Communication Services Specialist II	DELETE	5032 Information Technology Support Associate	N/A	01/ Professional	1	CA	09/01/2024
4780 Communication Services Specialist III	DELETE	5031 Information Technology Technical Associate	N/A	01/ Professional	1	CA	09/01/2024

\*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 Communications Services Specialist Series classification shall be voided at the close of business on August 31, 2024. All testing materials related to these deleted titles shall be destroyed.

**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 for a classification reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

**Class Specification and Examination Components/Instruments**

The new class specification and examining instruments for the Communications Services Specialist Series classification(s) will be effective (available per E-Test) on September 1, 2024. For details on class specification and other information, i.e., occupational area, work area, and promotional line, visit the class specification link at our website at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

**Pay Rate/Ranges**

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

**Seniority**

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

If you have any questions or need additional information, please contact Noel Rowe at [noelr@sucss.illinois.gov](mailto:noelr@sucss.illinois.gov).