

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 Examination Personnel

FROM: Danielle Routh, Human Resource Manager *DR*
 Classification, Examination, and Compensation Division

SUBJECT: Preliminary Status Notice – Classification Revisions

DATE: July 14, 2022

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>Class Title</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam. Comp.</u>	<u>Effective Date</u>
Crops Testing Specialist 4653	REVISE	258	01/Professional	007/Agricultural Services	1	CA	08/31/2022
Multimedia Communications Supervisor 2505	REVISE	113	01/ Professional	210/Audio-Visual Aids Services	1	CA	08/31/2022
Electronics Technician 3966	REVISE	200	02/Semi-Professional	029/Electronic Services	1	CA	08/31/2022
Multimedia Communications Specialist 2504	REVISE	113	02/Semi-Professional	210/Audio-Visual Aids Services	1	CA	08/31/2022
Senior Interpreter for the Deaf and Hard of Hearing 2191	REVISE	98	02/Semi-Professional	048/Instructional Services	1	CA	08/31/2022
Admissions and Records Assistant 2754	REVISE	80	02/Semi-Professional	001/Admissions & Records Services	1	CA	08/31/2022
Assistant Buildings and Grounds Supervisor 3448	REVISE	148	03/Managerial	172/Managerial	1	CA	08/31/2022
Assistant Food Production Manager 2392	REVISE	126	03/Managerial	380/Food Management	1	CA	08/31/2022
Assistant Food Service Manager 2399	REVISE	126	03/Managerial	380/Food Management	1	CA	08/31/2022

Assistant Golf Course Grounds Superintendent 4835	REVISE	353	03/Managerial	171/Grounds	1	CA	08/31/2022
Assistant Payroll Manager 4068	REVISE	323	03/Managerial	352/Collection and Payment	1	CA	08/31/2022
Assistant Records Management Officer 4556	REVISE	268	03/Managerial	593/Managerial	1	CA	08/31/2022
Assistant Superintendent of Building Maintenance 3347	REVISE	326	03/Managerial	170/Construction, Maintenance, and Repair	1	CA	08/31/2022
Assistant Superintendent of Building Services 3350	REVISE	293	03/Managerial	026/Custodial Services	1	CA	08/31/2022
Assistant Superintendent of Grounds 3382	REVISE	339	03/Managerial	171/Grounds	1	CA	08/31/2022
Associate Director of Publications 1121	REVISE	None	03/Managerial	213/Editorial	1	CA	08/31/2022
Automotive Parts Manager 2328	REVISE	None	03/Managerial	013/Automotive Services	1	CA	08/31/2022
Buildings & Grounds Supervisor 3447	REVISE	148	03/Managerial	172/Managerial	1	CA	08/31/2022
Campus Parking Manager 3746	REVISE	None	03/Managerial	069/Safety and Security Services	1	CA	08/31/2022
Campus Planning Analyst 0100	REVISE	None	03/Managerial	172/Managerial	1	CA	08/31/2022
Campus Planning Coordinator 0923	REVISE	None	03/Managerial	172/Managerial	1	CA	08/31/2022
Central Stores Manager I 4623	REVISE	59	03/Managerial	075/Stores Services	1	CA	08/31/2022
Central Stores Manager II 2465	REVISE	59	03/Managerial	075/Store Services	1	CA	08/31/2022
Collection Assistant Manager 3284	REVISE	264	03/Managerial	352/Collection and Payment	1	CA	08/31/2022
Collection Manager 3669	REVISE	264	03/Managerial	352/Collection And Payment	1	CA	08/31/2022

Community Affairs Specialist I 3286	REVISE	212	03/Managerial	630/Campus	1	CA	08/31/2022
Community Affairs Specialist II 3287	REVISE	212	03/Managerial	630/Campus	1	CA	08/31/2022
Computer Laboratory Coordinator 4813	REVISE	None	03/Managerial	731/Customer Support	1	CA	08/31/2022
Coordinator of Medical Transcription 4670	REVISE	151	03/Managerial	443/Records	1	CA	08/31/2022
Coordinator of Tenant Union Program 0951	REVISE	None	03/Managerial	047/Housing Services	1	CA	08/31/2022
Copy Center Operator IV 4743	REVISE	317	03/Managerial	661/Printing & Press	1	CA	08/31/2022
Departmental Information Supervisor 3475	REVISE	None	03/Managerial	216/Telephone and Related Communications	1	CA	08/31/2022
Direct Mail Manager 4732	REVISE	None	03/Managerial	661/Printing and Press	1	CA	08/31/2022
Duplicating Services Manager 4707	REVISE	None	03/Managerial	661/Printing and Press	1	CA	08/31/2022
Food Production Manager 2390	REVISE	126	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Administrator I 0036	REVISE	79	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Administrator II 0037	REVISE	79	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Administrator III 0038	REVISE	79	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Administrator IV 0039	REVISE	79	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Manager 2398	REVISE	126	03/Managerial	380/Food Management	1	CA	08/31/2022
Food Service Supervisor 3498	REVISE	126	03/Managerial	382/Food Serving	1	CA	08/31/2022
Golf Course Grounds Superintendent 2458	REVISE	353	03/Managerial	171/Grounds	1	CA	08/31/2022

Golf Course Pro-Shop Manager 2403	REVISE	106	03/Managerial	078/Student Activity & Program Services	1	CA	08/31/2022
Health Care Compliance Officer 2779	REVISE	None	03/Managerial	445/Subsidiary	1	CA	08/31/2022
Health Center Administrator 4564	REVISE	None	03/Managerial	441/Managerial	1	CA	08/31/2022
Human Resource Assistant Manager 2137	REVISE	222	03/Managerial	630/Campus	1	CA	08/31/2022
Human Resource Manager 2138	REVISE	222	03/Managerial	630/Campus	1	CA	08/31/2022
Information Services Supervisor 3699	REVISE	None	03/Managerial	215/Public Relations	1	CA	08/31/2022
Insurance Risk Manager I 3706	REVISE	150	03/Managerial	353/Insurance	1	CA	08/31/2022
Insurance Risk Manager II 3705	REVISE	150	03/Managerial	353/Insurance	1	CA	08/31/2022
Labor Relations Specialist 4690	REVISE	None	03/Managerial	630/Campus	1	CA	08/31/2022
Mailing Services Manager 2419	REVISE	320	03/Managerial	214/Messenger and Mail Services	1	CA	08/31/2022
Mailing Services Supervisor I 3553	REVISE	320	03/Managerial	214/Messenger and Mail Services	1	CA	08/31/2022
Mailing Services Supervisor II 3552	REVISE	320	03/Managerial	214/Messenger and Mail Services	1	CA	08/31/2022
Manager of University Cashiering Operations 2502	REVISE	None	03/Managerial	352/ Collection and Payment	1	CA	08/31/2022
Medical Education Program Coordinator 4770	REVISE	327	03/Managerial	078/Student Activity & Program Services	1	CA	08/31/2022
Medical Staff Services Coordinator 4777	REVISE	328	03/Managerial	441/Managerial	1	CA	08/31/2022
Medical Transcriptionist IV 4718	REVISE	151	03/Managerial	443/Records	1	CA	08/31/2022
Night Supervisor of University Union 3838	REVISE	None	03/Managerial	172/Managerial	1	CA	08/31/2022

Payroll Manager 4069	REVISE	323	03/Managerial	352/Collection and Payment	1	CA	08/31/2022
Records Management Officer 4555	REVISE	268	03/Managerial	593/Managerial	1	CA	08/31/2022
Recycling Coordinator 4719	REVISE	None	03/Managerial	026/Custodial Services	1	CA	08/31/2022
Research Laboratory Shop Supervisor 3587	REVISE	None	03/Managerial	023/Crafts and Trades Services	1	CA	08/31/2022
Retail Assistant Manager 3879	REVISE	376	03/Managerial	075/Stores Services	1	CA	08/31/2022
Retail Manager 3889	REVISE	376	03/Managerial	075/Stores Services	1	CA	08/31/2022
Retail Services Supervisor 3588	REVISE	None	03/Managerial	357/Sales	1	CA	08/31/2022
Space Administrator III 0050	REVISE	7	03/Managerial	173/Space Utilization	1	CA	08/31/2022
Superintendent of Buildings 3354	REVISE	147	03/Managerial	172/Managerial	1	CA	08/31/2022
Superintendent of Building & Grounds 3360	REVISE	147	03/Managerial	172/Managerial	1	CA	08/31/2022
Superintendent of Building Maintenance 3346	REVISE	326	03/Managerial	170/Construction, Maintenance, and Repair	1	CA	08/31/2022
Superintendent of Building Services 3349	REVISE	293	03/Managerial	026/Custodial Services	1	CA	08/31/2022
Superintendent of Grounds 3381	REVISE	339	03/Managerial	171/Grounds	1	CA	08/31/2022
Superintendent of Operations 3401	REVISE	None	03/Managerial	172/Managerial	1	CA	08/31/2022
Superintendent of Print Shop 3421	REVISE	190	03/Managerial	661/Printing and Press	1	CA	08/31/2022
Supervisor of Rehabilitation Equipment & Facilities 3802	REVISE	None	03/Managerial	013/Automotive Services	1	CA	08/31/2022
Traffic Manager 2457	REVISE	None	03/Managerial	356/Purchasing	1	CA	08/31/2022
Transportation Assistant Manager 4662	REVISE	46	03/Managerial	013/Automotive Services	1	CA	08/31/2022

Transportation Manager 3621	REVISE	46	03/Managerial	013/Automotive Services	1	CA	08/31/2022
University Food Service Director 1053	REVISE	None	03/Managerial	380/Food Management	1	CA	08/31/2022
Vending Services Manager I 2459	REVISE	199	03/Managerial	380/Food Management	1	CA	08/31/2022
Vending Services Manager II 2460	REVISE	199	03/Managerial	380/Food Management	1	CA	08/31/2022
Academic Contract Specialist 4755	REVISE	261	04/Clerical	630/Campus	1	CA	08/31/2022
Academic Contract Supervisor 4763	REVISE	261	04/Clerical	630/Campus	1	CA	08/31/2022
Admitting Officer I 2763	REVISE	133	04/Clerical	440/Admissions	1	CA	08/31/2022
Admitting Officer II 2764	REVISE	133	04/Clerical	440/Admissions	1	CA	08/31/2022
Assistant Duplicating Service Supervisor 3491	REVISE	221	04/Clerical	661/Printing and Press	1	CA	08/31/22
Cashier I 0694	REVISE	22,93	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Cashier II 0695	REVISE	22,93	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Cashier III 0696	REVISE	22,93	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Cashier IV 0697	REVISE	93	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Community Outreach Worker 4520	REVISE	None	04/Clerical	071/Social Services	1	CA	08/31/2022
Copy Center Operator I 2846	REVISE	317	04/Clerical	661/Printing & Press	1	CA	08/31/2022
Copy Center Operator II 2847	REVISE	317	04/Clerical	661/Printing & Press	1	CA	08/31/2022
Copy Center Operator III 2848	REVISE	317	04/Clerical	661/Printing & Press	1	CA	08/31/2022
Distribution Clerk 0764	REVISE	None	04/Clerical	214/Messenger and Mail Services	1	CA	08/31/2022

Duplicating Machine Operator I 2865	REVISE	139	04/Clerical	661/Printing and Press	1	CA	08/31/2022
Duplicating Machine Operator II 2866	REVISE	139	04/Clerical	661/Printing and Press	1	CA	08/31/2022
Duplicating Machine Operator III 2867	REVISE	139	04/Clerical	661/Printing and Press	1	CA	08/31/2022
Duplicating Service Supervisor 3490	REVISE	221	04/Clerical	661/Printing and Press	1	CA	08/31/2022
Financial Aid Representative 0052	REVISE	201	04/Clerical	078/Student Activity and Program Services	1	CA	08/31/2022
Food Service Cashier 0699	REVISE	None	04/Clerical	352/Collection & Payment	1	CA	08/31/2022
Golf Course Pro-Shop Assistant 0238	REVISE	106	04/Clerical	078/Student Activity and Program Services	1	CA	08/31/2022
Human Resource Assistant 2134	REVISE	222	04/Clerical	630/Campus	1	CA	08/31/2022
Illustrator 2153	REVISE	None	04/Clerical	660/Graphic Arts	1	CA	08/31/2022
Image Processing Technician I 4709	REVISE	61	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Image Processing Technician II 4710	REVISE	61	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Image Processing Technician III 4711	REVISE	61	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Image Processing Technician IV 4844	REVISE	61	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Inventory Clerk 0768	REVISE	43	04/Clerical	354/Inventory	1	CA	08/31/2022
Inventory Record Control Supervisor 3528	REVISE	43	04/Clerical	354/Inventory	1	CA	08/31/2022
Inventory Specialist 3291	REVISE	43	04/Clerical	354/Inventory	1	CA	08/31/2022
Main Desk Attendant 0545	REVISE	None	04/Clerical	078/Student Activity and Program Services	1	CA	08/31/2022

Mail Supervisor 3544	REVISE	130	04/Clerical	214/Messenger and Mail Services	1	CA	08/31/2022
Medical Education Program Specialist 4769	REVISE	327	04/Clerical	078/Student Activity and Program Services	1	CA	08/31/2022
Medical Insurance Representative 4581	REVISE	270	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Insurance Associate 4582	REVISE	270	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Insurance Specialist 4583	REVISE	270	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Office Assistant 4960	REVISE	365	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Office Associate 4961	REVISE	365	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Staff Services Specialist I 4775	REVISE	328	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Staff Services Specialist II 4776	REVISE	328	04/Clerical	445/Subsidiary	1	CA	08/31/2022
Medical Transcriptionist I 4715	REVISE	151	04/Clerical	443/Records	1	CA	08/31/2022
Medical Transcriptionist II 4716	REVISE	151	04/Clerical	443/Records	1	CA	08/31/2022
Medical Transcriptionist III 4717	REVISE	151	04/Clerical	443/Records	1	CA	08/31/2022
Microfilm Operator/Technician I 3016	REVISE	189	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Microfilm Operator/Technician II 3017	REVISE	189	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Microfilm Operator/Technician III 3018	REVISE	189	04/Clerical	592/Machine Operation	1	CA	08/31/2022
Office Administrator 3253	REVISE	49	04/Clerical	594/Secretarial	1	CA	08/31/2022
Office Manager 3266	REVISE	49	04/Clerical	594/Secretarial	1	CA	08/31/2022

Office Support Assistant 0845	REVISE	49	04/Clerical	594/Secretarial	1	CA	08/31/2022
Office Support Associate 0846	REVISE	49	04/Clerical	594/Secretarial	1	CA	08/31/2022
Office Support Specialist 3243	REVISE	49	04/Clerical	594/Secretarial	1	CA	08/31/2022
Operations Clerk 0784	REVISE	None	04/Clerical	041/Heat, Light, and Power Services	1	CA	08/31/22
Patient Services Specialist 3293	REVISE	None	04/Clerical	440/Admissions	1	CA	08/31/2022
Payroll Clerk 0792	REVISE	146	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Payroll Specialist I 4065	REVISE	146	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Payroll Specialist II 4066	REVISE	146	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Payroll Specialist III 4067	REVISE	146	04/Clerical	352/Collection and Payment	1	CA	08/31/2022
Retail Associate 3877	REVISE	376	04/Clerical	075/Stores Services	1	CA	08/31/2022
Routing Dispatcher I 1167	REVISE	62	04/Clerical	170/Construction, Maintenance, and Repair	1	CA	08/31/2022
Routing Dispatcher II 1168	REVISE	62	04/Clerical	170/Construction, Maintenance, and Repair	1	CA	08/31/2022
Routing Dispatcher III 1169	REVISE	62	04/Clerical	170/Construction, Maintenance, and Repair	1	CA	08/31/2022
Shipping/Receiving Clerk 0801	REVISE	None	04/Clerical	075/Stores Services	1	CA	08/31/2022
Space Administrator I 0048	REVISE	7	04/Clerical	173/Utilization	1	CA	08/31/2022
Space Administrator II 0049	REVISE	7	04/Clerical	173/Utilization	1	CA	08/31/2022
Survey Interviewer 2194	REVISE	330	04/Clerical	215/Public Relations	1	CA	08/31/2022
Survey Interviewer Supervisor 3612	REVISE	330	04/Clerical	215/Public Relations	1	CA	08/31/2022

Telephone Operator I 2980	REVISE	142	04/Clerical	216/Telephone and Related Communications	1	CA	08/31/2022
Telephone Operator II 2996	REVISE	142	04/Clerical	216/Telephone and Related Communications	1	CA	08/31/2022
Telephone Operator III 2985	REVISE	142	04/Clerical	216/Telephone and Related Communications	1	CA	08/31/2022
Ticket Sales Assistant 0067	REVISE	164	04/Clerical	352/Collection & Payment	1	CA	08/31/2022
Ticket Sales Specialist 0068	REVISE	164	04/Clerical	352/Collection & Payment	1	CA	08/31/2022
Transportation Clerk 0815	REVISE	None	04/Clerical	013/Automotive Services	1	CA	08/31/2022
Assistant Distribution Services Supervisor 3660	REVISE	117	05/Stores	075/Stores Services	1	CA	08/31/2022
Central Receiving Station Dispatcher 1160	REVISE	None	05/Stores	075/Stores Services	1	CA	08/31/2022
Distribution Services Supervisor 3658	REVISE	117	05/Stores	075/Stores Services	1	CA	08/31/2022
Route Driver 3226	REVISE	296	05/Stores	075/Stores Services	1	CA	08/31/2022
Route Driver Helper 2104	REVISE	296	05/Stores	075/Stores Services	1	CA	08/31/2022
Senior Tool Room Attendant 0576	REVISE	23	05/Stores	075/Stores Services	1	CA	08/31/2022
Storekeeper I 3317	REVISE	176	05/Stores	075/Stores Services	1	CA	08/31/2022
Storekeeper II 3318	REVISE	176	05/Stores	075/Stores Services	1	CA	08/31/2022
Storekeeper III 3319	REVISE	176	05/Stores	075/Stores Services	1	CA	08/31/2022
Tool Room Attendant 0575	REVISE	23	05/Stores	075/Stores Services	1	CA	08/31/2022
Tool Room Supervisor 0577	REVISE	23	05/Stores	075/Stores Services	1	CA	08/31/2022
Agricultural Gardener 1973	REVISE	84	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Assistant Agricultural Research Technician 2211	REVISE	82	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022

Associate Agricultural Research Technician 2212	REVISE	82	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Crops Testing Technician 3898	REVISE	258	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Forest Custodian 0996	REVISE	None	07/Agricultural	171/Grounds	1	CA	08/31/2022
Greenhouse Gardener I 1979	REVISE	282	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Greenhouse Gardener II 1980	REVISE	282	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Manager of Agricultural Sciences Facilities 2461	REVISE	None	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Nursery Worker 2758	REVISE	None	07/Agricultural	171/Grounds	1	CA	08/31/2022
Senior Agricultural Research Technician 2213	REVISE	82	07/Agricultural	007/Agricultural Services	1	CA	08/31/2022
Building Service Sub-Foreman 1848	REVISE	198	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Building Service Worker 4502	REVISE	198	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Housekeeping Supervisor 4514	REVISE	208	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Maid 2296	REVISE	208	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Research Facility Attendant 0502	REVISE	None	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Swimming Pool Tender 4103	REVISE	None	08/Custodial Services	026/Custodial Services	1	CA	08/31/2022
Security Guard 4210	REVISE	237	13/Protective Services	069/ Safety & Security Services	1	CA	08/31/2022

*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 Tuesday, August 30, 2022.

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 August 31, 2022. 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 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 shall be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3150 or at danieller@sucss.illinois.gov.