

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



**Marc Strauss**  
*Merit Board 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 Health Care Administrator  
CCE-08-278

**DATE:** April 21, 2008

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Classes currently used by: SIU-SOM, NIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised Class Name</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
4752 Hospital Administrator I/Medical Center Administrator I	REVISE	4752  Health Care Administrator I	225	03/ Managerial	441	1	7/1/08
0041 Hospital Administrator II/Medical Center Administrator II	REVISE	0041  Health Care Administrator II	225	03/ Managerial	441	1	7/1/08
0042 Hospital Administrator III/Medical Center Administrator III	REVISE	0042  Health Care Administrator III	225	03/ Managerial	441	1	7/1/08

Change-In-Title Policy

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.

Class Specification and Examination Components/Instruments

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](http://www.sucss.state.il.us).

### Voiding/Deleting Registers

The old testing materials and corresponding registers for the Health Care Administrator series should be voided at the close of business on Monday, June 30, 2008. All testing materials related to these titles should be destroyed at the close of business on Monday, June 30, 2008.

### Pay Rate/Ranges

If 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 and movement of employees through the classification plan

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).