

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 Service Nurse Series  
CCE-08-214

DATE: January 31, 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: NEIU, ISU, SIUE

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Classes &amp; Class Code</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
2725 Health Service Nurse	DELETE	Professional Nursing Series	16	01/ Professional	442/ Nursing	1	2/15/08
2730 Head Health Service Nurse	DELETE	Professional Nursing Series	16	01/ Professional	442/ Nursing	1	2/15/08

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 Service Nurse Series should be voided at the close of business on Thursday, February 14, 2008. All testing materials related to these titles should be destroyed at the close of business on February 14, 2008.

Change-In-Title Actions

Change-In-Title Policy requirements are found in the Classification Procedures Manual, Section 3. Change-In-Title actions listed above are recommended. Positions should always be assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

### 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).