

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
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**Joanne E. Maitland**  
*Merit Board Vice-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 Dental Clinic Clerk Series  
CCE-10-160

**DATE:** September 21, 2009

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: UIC

| <u>Current Classes</u>          | <u>Action Proposed</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Effective Date</u> |
|---------------------------------|------------------------|-------------------|------------------|------------------|-----------------------|
| 0762<br>Dental Clinic Clerk I   | REVISE                 | 15                | 12/<br>Medical   | 445              | 11/15/09              |
| 0763<br>Dental Clinic Clerk II  | REVISE                 | 15                | 12/<br>Medical   | 445              | 11/15/09              |
| 4729<br>Dental Unit Coordinator | REVISE                 | 15                | 12/<br>Medical   | 445              | 11/15/09              |

### 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

Previous testing materials and corresponding registers for the Dental Clinic Clerk series should be voided at the close of business on Friday, November 13, 2009. All testing materials related to these titles should be destroyed at the close of business on Friday, November 13, 2009.

### 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@suess.state.il.us](mailto:torrew@suess.state.il.us).