

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

From: Gail Hankins
Classification, Compensation and Examination Division

Re: Final Status Notice for the Laboratory Animal Care Series and Laboratory Animal Care Coordinator

Date: May 28, 2004 – CCE-04-242

The System Office continues to revise and modify its business processes related to the creation/revision of class specifications and examinations. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency.

Classes currently used by: UI-UC, UI-C, SIU-C, SIU-SMS, RMS, PMS, NIU, WIU, ISU, CSU

<u>CURRENT CLASSES</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASSES</u>	<u>CHANGE-IN-TITLE POLICY</u>	<u>EFFECTIVE DATE</u>
0678 Laboratory Animal Caretaker	REVISE	0678 (15) Laboratory Animal Caretaker	1	July 15, 2004
0679 Laboratory Animal Care Technician I	REVISE/ CHANGE IN TITLE	0679 (14) Laboratory Animal Care Technician	1	July 15, 2004
0680 Laboratory Animal Care Technician II	REVISE/ CHANGE IN TITLE	0680 (14) Laboratory Animal Care Specialist	1	July 15, 2004
3710 Supervisor of Laboratory Animal Care	REVISE/ CHANGE IN TITLE.	3710 (03) Laboratory Animal Care Supervisor	1	July 15, 2004

<u>CURRENT CLASSES</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASSES</u>	<u>CHANGE-IN-TITLE POLICY</u>	<u>EFFECTIVE DATE</u>
0947 Coordinator of Laboratory Animal Care	REVISE/CHANGE IN TITLE	0947 (03) Laboratory Animal Care Coordinator	1	July 15, 2004

Change-In-Title Policy requirement reflects procedure issued 12/23/03. Using Change-In-Title procedures and dependent upon job duties for each position or audit findings, Laboratory Animal Care Series positions should be moved to the appropriate Laboratory Animal Care Series or Laboratory Animal Care Coordinator classification.

Voiding/Deleting Registers

The registers for the Laboratory Animal Caretaker, Laboratory Animal Care Technician I, II, Supervisor of Laboratory Animal Care and Coordinator of Laboratory Animal Care should be **void** at the close of business July 14, 2004. All testing materials related to these titles should be destroyed. The revised class specifications and examining instruments for the Laboratory Animal Caretaker, Laboratory Animal Care Technician, Laboratory Animal Care Specialist, Laboratory Animal Care Supervisor and Laboratory Animal Care Coordinator will be effective July 15, 2004.

Instruments by Class

Revised Instrument by Class pages will be distributed to each university/agency.

Pay Rate/Ranges

Where necessary, universities/agencies should make adjustments 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 university/agency to properly reflect their individual compensation programs for these operations and positions.

Seniority

Ensure that seniority calculations for both the Laboratory Animal Care Supervisor and the Laboratory Animal Care Coordinator classifications are accurate.

