

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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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 E. Hankins, Human Resource Associate
Operations Division

Re: **Corrected** Final Status Notice for the Tumor Registrar Series
CCE-05-174

Date: **March 11, 2005**

The System Office continues to revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the needs of each employer.

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Classes</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
Not Applicable	Add	Tumor Registrar I	0828	361	Medical/12	Records/443	1	March 1, 2005
Not Applicable	Add	Tumor Registrar II	0829	361	Medical/12	Records/443	1	March 1, 2005

Change-In-Title Policy requirement reflects revised procedures issued 12/23/03. The actions listed above are recommended. Based on job duties and responsibilities, positions should be identified and collectively moved simultaneously to the appropriate new classifications.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Tumor Registrar series will be effective (available per E-Test) March 1, 2005. For details on exam components, 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.

Pay Rate/Ranges

Where necessary, employers should 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

Dependent upon change in classification, seniority calculations should be reviewed.

Please contact Gail Hankins at 217-278-3150 Ext 232 or gailh@sucss.state.il.us if you need additional information.

