

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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

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

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

From: Jeff Brownfield  
Operations Division

Re: Final Status Notice for the Surgical Services Supplies and Equipment Worker  
CCE-05-222

Date: April 21, 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 Code</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	Surgical Services Supplies and Equipment Worker	0015	None	Medical/ 12	Subsidiary/ 445	1	June 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 Surgical Services Supplies and Equipment Worker will be effective June 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](http://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 Jeff Brownfield at 217-278-3150 Ext 236 or at [jeffb@sucss.state.il.us](mailto:jeffb@sucss.state.il.us) if you need additional information.