

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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John Brewster
Merit Board Chair
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Executive Director

DATE: February 12, 2004

TO: Designated Employer Representatives, Human Resource Directors,
Examination Personnel & Classification Personnel

FROM: Pulchratia L. Kinney-Smith
Classification, Compensation and Examination Division

SUBJECT: Pharmacy Technician Series Final Status Notice
(CCE-04-85)

This notification serves as a revision to the State Universities Civil Service System classification and examination plan. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency.

Please incorporate the changes as directed below.

Class currently used by: EIU, ISU, NIU, SIUC, UIC, UICHC, UIUC, and WIU.

<u>CURRENT CLASS</u>	<u>ACTION PROPOSED</u>	<u>REVISED/NEW CLASS</u>	<u>CHANGE-IN-TITLE Policy</u>	<u>EFFECTIVE DATE</u>
4058 Pharmacy Technician I	REVISE	4058 Pharmacy Technician I	1	February 15, 2004
4059 Pharmacy Technician II	REVISE	4059 Pharmacy Technician II	1	February 15, 2004
	ADD	4060 Pharmacy Technician III	1	February 15, 2004

During the class specification/examination review process, there was discussion regarding adding an additional (4th level) to this series. The duties in the new classification would focus on pharmaceutical expertise and managerial/administrative duties within the Pharmacy Technician profession. Upon final review a decision was made to use the Business/Administrative Associate Pilot Program classification, with a Pharmacy Technician specialization attached. As required, compensatory qualifications can be requested as a substitution for the Bachelor Degree requirements.

As we continue to modify our business process to improve the overall efficiency of the System Office, we have established the effective date for this classification series on February 15, 2004, which is a Sunday. To assist with the necessary payroll changes, we will make every attempt to set future effective dates on the 1st or the 15th of the month.

The registers for the Pharmacy Technician I and II should be deleted at the close of business, Friday, February 13, 2004. The class specification and examining instruments will be effective Sunday, February 15, 2004.

Examining instruments for the Pharmacy Technician I, II, and III will be available for distribution on Friday, February 13, 2004. Revised Instruments by Class pages will be distributed to each university/agency.

Please contact me if you have any questions at 217/278-3150 or at pulchratiak@succs.state.il.us.