

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: Pulchratia Kinney-Smith, Human Resource Associate
Operations Division

Re: Final Status Notice for the Orthopedic Technician Series
CCE-06-393

Date: June 30, 2006

The State Universities Civil Service System continues to routinely revise and modify the classification plan in accordance with the classification plan management process. 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 and UIC-HC

<u>Current Class and Class Code</u>	<u>Action Proposed</u>	<u>New/Revised Class and 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>
	Add	0118 Orthopedic Technician	14	Semi- Professional/ 02	Rehabilitation & Therapeutic 444	1	August 15, 2006
4624 Orthopedic Technologist	Revise	0119 Orthopedic Technologist	14	Semi- Professional/ 02	Rehabilitation & Therapeutic 444	1	August 15, 2006

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Orthopedic Technologist should be voided at the close of business on August 14, 2006. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Orthopedic Technician series will be effective (available per E-Test) August 15, 2006. 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.

Pay Rate/Ranges

Where 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.

If you have any questions or need additional information, please contact Pulchratia Kinney-Smith at 217-278-3150 Ext 230 or pulchratiak@succs.state.il.us.