

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

*Sunnycrest Center  
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**Marc Strauss**  
*Merit Board Chair  
Lewis T. (Tom) Morelock  
Executive Director*

**TO:** Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

**FROM:** Torre L. Walls  
Operations Division

**SUBJECT:** Final Status Notice for the Dental Clinic Clerk Series  
CCE-07-510

**DATE:** July 2, 2007

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 business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Classes currently used by: SIU-E.

| <u>Current Classes</u>          | <u>Action Proposed</u> | <u>Revised/New Classes</u>      | <u>Prom. Line</u> | <u>Occ. Area</u>        | <u>Work Area</u>   | <u>Change -in- Title Policy</u> | <u>Effective Date</u> |
|---------------------------------|------------------------|---------------------------------|-------------------|-------------------------|--------------------|---------------------------------|-----------------------|
| 0762<br>Dental Clinic Clerk I   | REVISE                 | 0762<br>Dental Clinic Clerk I   | 15                | 12/<br>Medical Services | 445/<br>Subsidiary | 1                               | 9/1/07                |
| 0763<br>Dental Clinic Clerk II  | REVISE                 | 0763<br>Dental Clinic Clerk II  | 15                | 12/<br>Medical Services | 445/<br>Subsidiary | 1                               | 9/1/07                |
| 4729<br>Dental Unit Coordinator | REVISE                 | 4729<br>Dental Unit Coordinator | 15                | 12/<br>Medical Services | 445/<br>Subsidiary | 1                               | 9/1/07                |

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 Dental Clinic Clerk Series should be voided at the close of business on August 31, 2007. 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 Dental Clinic Clerk Series will be effective (available per E-Test) September 1, 2007. 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](http://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 Torre Walls at (217) 278-3150 Ext. 230 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).