

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Torre L. Walls
Operations Division

SUBJECT: Final Status Notice for the Nursing Technician
CCE-09-128

DATE: October 13, 2008

The State Universities Civil Service System continues to routinely 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.

Class currently used by: UIC-H

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4043 Nursing Technician	REVISE	None	12/ Medical	442/ Nursing	12/15/08

Class currently used by: UIC-H, UI-COMR, SIU-SOM

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change- In-Title Policy</u>	<u>Effective Date</u>
0272 Nursing Assistant	REVISE	4043 Nursing Technician	None	12/ Medical	442/ Nursing	1	12/15/08

Class Specification and Examination Components/Instruments

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.

Voiding/Deleting Registers

The old testing materials and corresponding registers for Nursing Technician and Nursing Assistant classifications should be voided at the close of business on Friday, December 12, 2008. All testing materials related to these titles should be destroyed at the close of business on Friday, December 12, 2008.

Change-In-Title Actions

Change-In-Title Policy requirements are found in the Classification Procedures Manual, Section 3. Change-In-Title actions listed above are recommended. Positions should always be assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Pay Rate/Ranges

If 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 and movement of employees through the classification plan.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 233 or at torrew@sucess.state.il.us.