

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Joanne E. Maitland
Merit Board Vice-Chair
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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 Dental Clinic Clerk Series
CCE-10-160

DATE: September 21, 2009

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.

Classes currently used by: UIC

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
0762 Dental Clinic Clerk I	REVISE	15	12/ Medical	445	11/15/09
0763 Dental Clinic Clerk II	REVISE	15	12/ Medical	445	11/15/09
4729 Dental Unit Coordinator	REVISE	15	12/ Medical	445	11/15/09

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

Previous testing materials and corresponding registers for the Dental Clinic Clerk series should be voided at the close of business on Friday, November 13, 2009. All testing materials related to these titles should be destroyed at the close of business on Friday, November 13, 2009.

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. 230 or at torrew@sucess.state.il.us.