

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Joanne Maitland
Merit Board Chair
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Executive Director

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

FROM: Kisha Jones
Operations Division

SUBJECT: Final Status Notice for the Clinical Actor Classification
CCE-12-67

DATE: August 4, 2011

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:

<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>
4997 Clinical Actor	 NEW	4997 Clinical Actor	 N/A	 02/ Semi- Professional	 071/ Social Services	 N/A	 9/1/11

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Clinical Actor classification (Credentials Assessment) will be effective (available per E-Test) September 1, 2011. 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 Kisha Jones at (217) 278-3150 Ext. 223 or at kishaj@sucss.state.il.us.