

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Joanne Maitland
Merit Board Chair
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TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Gail E. Hankins
Operations Division

SUBJECT: Final Status Notice for the Medical Social Services Series
CCE-12-203

DATE: November 29, 2011

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification series:

Medical Social Services Series

These classifications are currently used by UIC, UI-CH, DSCC, PMS and SIUC. The following revisions shall become effective as indicated below:

| <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> |
|--|------------------------|---|-------------------|---------------------|---------------------------------------|-------------------------------|-----------------------|
| 0264 Medical Social Assistant | REVISE | 0264 Medical Social Assistant | 51 | 01/ Professional | 444 Rehabilitation and Therapeutic | N/A | 11/15/11 |
| 4260 Medical Case Worker | REVISE/ CIT | 4260 Medical Social Associate | 51 | 01/ Professional | 444 Rehabilitation and Therapeutic | 1 | 11/15/11 |
| 0876 Medical Social Consultant | REVISE | 0876 Medical Social Consultant | 51 | 01/ Professional | 444 Rehabilitation and Therapeutic | N/A | 11/15/11 |
| 3730 Assistant Supervisor of Medical Social Service | REVISE | 3730 Assistant Supervisor of Medical Social Services | 51 | 01/ Professional | 444 Rehabilitation and Therapeutic | N/A | 11/15/11 |
| 3729 Supervisor of Medical Social Service | REVISE | 3729 Supervisor of Medical Social Services | 51 | 01/ Professional | 444 Rehabilitation and Therapeutic | N/A | 11/15/11 |

Change-In-Title

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 Medical Social Assistant, Medical Case Worker, Medical Social Consultant, Assistant Supervisor of Medical Social Service and Supervisor of Medical Social Service should be voided at the close of business on Monday, November 14, 2011. All testing materials related to these titles should be destroyed. During the 45-day notice period, all qualified applicants (including candidates whose names are already on the register by score) shall be scheduled for the new examination. The new examination may be administered during this 45-day notice period with the understanding that any test score, and subsequent register created during this timeframe, will not be utilized until the specified effective date. The DERS shall communicate this action in writing to each candidate on the Original Entry and Promotional registers and other applicants who apply for an Original Entry or Promotional examination.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments (Credentials Assessment) for the Medical Social Assistant, **Medical Social Associate, Medical Social Consultant**, Assistant Supervisor of Medical Social Services and Supervisor of Medical Social Services will be effective (available per E-Test) November 15, 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 Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@sucss.state.il.us.