

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099**



**Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director**

To: Designated Employer Representatives
Human Resources Directors
Classification Personnel
Testing Personnel

From: Torre Walls, Human Resource Officer
Operations Division

Re: Final Status Notice – Medical Office Series
CCE-12-262

Date: May 21, 2012

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 are currently used by: UIC, UICH, NIU, SIUC, ISU

| <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> |
|----------------------------------------------|------------------------|------------------------------------|-------------------|-------------------|--------------------|-------------------------------|-----------------------|
| 0788 Patient Unit Clerk I | REVISE/CIT | 4960 Medical Office Assistant | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 0789 Patient Unit Clerk II | REVISE/CIT | 4961 Medical Office Associate | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 2450 Patient Unit Manager | REVISE/CIT | 4962 Medical Office Specialist | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 4619 Patient Support Services Coordinator | REVISE/CIT | 4963 Medical Office Coordinator | 238/298 | 03/ Managerial | 441/ Managerial | 1 | 07/15/12 |

Classes currently used by: UICH, UICOMR, SIU-SOM, NIU, UICOMP, SIUC

| <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> |
|------------------------------------|------------------------|------------------------------------|-------------------|-------------------|--------------------|-------------------------------|-----------------------|
| 4647 Ambulatory Care Aide I | REVISE/CIT | 4960 Medical Office Assistant | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 4648 Ambulatory Care Aide II | REVISE/CIT | 4961 Medical Office Associate | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 4658 Ambulatory Care Assistant | REVISE/CIT | 4962 Medical Office Specialist | 238/298 | 04/ Clerical | 445/ Subsidiary | 1 | 07/15/12 |
| 3436 Ambulatory Care Supervisor | REVISE/CIT | 4963 Medical Office Coordinator | 238/298 | 03/ Managerial | 441/ Managerial | 1 | 07/15/12 |
| 2321 Ambulatory Care Manager | REVISE/CIT | 4963 Medical Office Coordinator | 238/298 | 03/ Managerial | 441/ Managerial | 1 | 07/15/12 |

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 Medical Office Series should be voided at the close of business on July 13, 2012. 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 Medical Office Series Credentials Assessment & Knowledge test will be effective (available per E-Test) July 15, 2012. 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 Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.state.il.us.