

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

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

FROM: Torre L. Walls
Operations Division

SUBJECT: Final Status Notice for the Medical Insurance Series
CCE-12-381

DATE: May 7, 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 currently used by: DSCC,ISU,EIU,UI-COMR,UI-COMP,UICH,SIU-SOM,SIUC,SIUE,UIUC,WIU

<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>Effective Date</u>
4581 Medical Insurance Specialist I	REVISE/CIT	4581 Medical Insurance Representative	270	04/ Clerical	445/ Subsidiary	07/01/12
4582 Medical Insurance Specialist II	REVISE/CIT	4582 Medical Insurance Associate	270	04/ Clerical	445/ Subsidiary	07/01/12
4583 Medical Insurance Specialist III	REVISE/CIT	4583 Medical Insurance Specialist	270	04/ Clerical	445/ Subsidiary	07/01/12
4584 Medical Insurance Specialist IV	REVISE/CIT	4584 Medical Insurance Assistant Manager	270	03/ Managerial	445/ Subsidiary	07/01/12
2424 Medical Insurance Manager	REVISE	2424 Medical Insurance Manager	270	03/ Managerial	445/ Subsidiary	07/01/12

Voiding/Deleting Registers

The registers for the Medical Insurance Series should be voided at the close of business on Friday, June 29, 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 Insurance Series (Credentials Assessment & Knowledge Test) will be effective (available per E-Test) July 1, 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.