

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: Gail Hankins, Human Resource Associate

Subject: Proposal Notice for the Veterinary Assistant

Date: October 16, 2012

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the occupational area of Unskilled Services/Trades. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

This proposal is presented for your review and comments.

Proposed Class

Veterinary Assistant

The classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will also be reviewed during these meetings.

Please contact Gail Hankins if you have any questions at 217/278-3150 Ext. 232 or at email gailh@sucss.illinois.gov.