

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
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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: Gail E. Hankins
Operations Division

SUBJECT: Final Status Notice for the Veterinary Assistant

DATE: December 5, 2012

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

Veterinary Assistant

Class will be used by: UIUC

<u>Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4079 Veterinary Assistant	ADD	N/A	15/ Semi-Skilled Trades	445/ Subsidiary	1/2/13

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Veterinary Assistant (Knowledge Test and Credentials Assessment) will be effective (available per E-Test) January 2, 2013. 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.

Please contact Gail Hankins at the University System Office by calling 217.278.3150, Ext. 232 or email at gailh@sucss.illinois.gov. if you need additional information.