

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 E. Hankins
Human Resource Associate, Operations Division

SUBJECT: Final Status Notice for the Tumor Registrar Series

DATE: December 14, 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 revisions to the following classification(s):

Tumor Registrar I
Tumor Registrar II

Classes currently used by: UIC, UICH

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change In Title Policy</u>	<u>Effective Date</u>
0828 Tumor Registrar I	REVISE	361	12 Semi-Skilled	443 Records	1	01/31/13
0829 Tumor Registrar II	REVISE	361	12 Semi-Skilled	Records 443	1	01/31/13

Voiding/Deleting Registers

The registers for the Tumor Registrar Series should be voided at the close of business on Wednesday, January 30, 2013. 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 Tumor Registrar Series (Credentials Assessments) will be effective (available per E-Test) January 31, 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.illinois.gov.

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.