

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  
 Operations Division

SUBJECT: Status Notice for the Medical Social Services Series

DATE: May 1, 2013

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 series:

Medical Social Services Series

These classifications are currently used by UIC, UI-CH, DSCC, PMS and SIUC.

The changes will only be made to the Medical Social Consultant, Assistant Supervisor of Medical Social Services and Supervisor of Medical Social Services classifications. These changes will reflect revisions to the Minimum Acceptable Qualifications and the scoring of the Credentials Assessment. The following revisions shall become effective as indicated below:

<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>
0264 Medical Social Assistant	REVISE	0264 Medical Social Assistant	51	01/ Professional	444 Rehabilitation and Therapeutic	1	11/15/11
4260 Medical Case Worker	REVISE/ CIT	4260 Medical Social Associate	51	01/ Professional	444 Rehabilitation and Therapeutic	1	11/15/11
<b>0876 Medical Social Consultant</b>	<b>REVISE</b>	<b>0876 Medical Social Consultant</b>	<b>51</b>	<b>01/ Professional</b>	<b>444 Rehabilitation and Therapeutic</b>	<b>1</b>	<b>6/17/13</b>
<b>3730 Assistant Supervisor of Medical Social Services</b>	<b>REVISE</b>	<b>3730 Assistant Supervisor of Medical Social Services</b>	<b>51</b>	<b>01/ Professional</b>	<b>444 Rehabilitation and Therapeutic</b>	<b>1</b>	<b>6/17/13</b>
<b>3729 Supervisor of Medical Social Services</b>	<b>REVISE</b>	<b>3729 Supervisor of Medical Social Services</b>	<b>51</b>	<b>01/ Professional</b>	<b>444 Rehabilitation and Therapeutic</b>	<b>1</b>	<b>6/17/13</b>

### Examination Directives

The registers for the Medical Social Consultant, Assistant Supervisor of Medical Social Services and Supervisor of Medical Social Services will be voided at the close of business on June 14, 2013 by the System Office. All testing materials related to these titles will be voided. ***Please note that current employment registers must be used and maintained through June 14, 2013.***

### E-Test

- Contact should be made to each candidate who is listed on the current employment registers for Medical Social Consultant, Assistant Supervisor of Medical Social Services and Supervisor of Medical Social Services via the E-Test system. Please use the E-Test Help Menu for special directions to generate appropriate communication. Request documentation that the candidate meets the new Minimum Acceptable Qualifications. Please note, any person on the reemployment register, should also be contacted to determine eligibility for return for layoff.
- Those applicants who meet the Reemployment or Restoral for the designated examination(s) may have their scores placed on the new employment register for the designated classification(s). These transactions will be performed by the University System Office.
- If the candidate does not meet the new Minimum Acceptable Qualification, the score must be voided and the candidate notified following standard procedures.

### Examination Availability

The new examining instruments for the Medical Social Consultant, Assistant Supervisor of Medical Social Services and Supervisor of Medical Social Services will be available through E-Test on May 20, 2013. Each Employer will be able to access and utilize the new examining instruments in order to begin reconstruction of the employment registers for this important occupational area. ***Please note that any register, based on these new examination instruments, may only be used beginning June 17, 2013.***

### 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 Gail Hankins at (217) 278-3150 Ext. 232 or at [gailh@sucss.illinois.gov](mailto:gailh@sucss.illinois.gov).