

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

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

FROM: Lucinda M. Neitzel *LM*
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Veterinary Technician Series

DATE: August 5, 2014

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):

- Veterinary Technician (General)
- Veterinary Technician - Anesthesiology I-III
- Veterinary Technician - Diagnostic Pathology I-II
- Veterinary Technician - Medicine I-III
- Veterinary Technician - Ophthalmology I-II
- Veterinary Technician - Pharmacy I-II
- Veterinary Technician - Surgery I-II

Classes are currently used by: UIUC, UIC, PMS, SIU-SMS

<u>Current Classes</u>	<u>Current Prom. Lines</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>*Change-in-Title Policy</u>	<u>Effective Date</u>
4080 Veterinary Technician	119 248 267 297 300 304 314 318	REVISE/ CIT	4080 Veterinary Technician (General)	373	02	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4553 Veterinary Technician Anesthesiology I	267	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4554 Veterinary Technician Anesthesiology II	267	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14
4838 Veterinary Technician Anesthesiology III	267	REVISE/ CIT	4849 Veterinary Technician III	373	03	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4679 Veterinary Technician Diagnostic Pathology I	304	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4680 Veterinary Technician Diagnostic Pathology II	304	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4654 Veterinary Technician Medicine I	248	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4655 Veterinary Technician Medicine II	248	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14
4818 Veterinary Technician Medicine III	248	REVISE/ CIT	4849 Veterinary Technician III	373	03	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4656 Veterinary Technician Ophthalmology I	297	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4657 Veterinary Technician Ophthalmology II	297	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4744 Veterinary Technician Pharmacy I	318	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4745 Veterinary Technician Pharmacy II	318	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14

<u>Current Classes</u>	<u>Current Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4579 Veterinary Technician Surgery I	119	REVISE/ CIT	4847 Veterinary Technician I	373	02	445	1	10/01/14
4580 Veterinary Technician Surgery II	119	REVISE/ CIT	4848 Veterinary Technician II	373	02	445	1	10/01/14

** Change-in-Title Policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and assignments.

Voiding/Deleting Registers

The employment registers for each of the Veterinary Technician classifications (Series) should be voided at the close of business on September 30, 2014. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Veterinary Technician (General - Knowledge Test and Credentials Assessment) and for the Veterinary Technician (Levels I-III Credentials Assessment) will be effective (available per E-Test) October 1, 2014. 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.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 240 or at jeffb@sucss.illinois.gov.