

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

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

FROM: Lucinda M. Neitzel *(Lmn)(JF)*
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Dental Assistant Series

DATE: June 2, 2016

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):

Dental Assistant I
Dental Assistant II
Dental Assistant III
Dental Assistant IV

Classes are currently used by: UIC, UICH, UI-COMR, SIUE, SIUC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
0197 Dental Assistant I	REVISE	0197 Dental Assistant I	211	12/ Medical	445	07/15/16
4528 Dental Assistant II	REVISE	4528 Dental Assistant II	211	12/ Medical	445	07/15/16
0198 Dental Assistant III	REVISE	0198 Dental Assistant III	211	12/ Medical	445	07/15/16
0199 Dental Assistant IV	REVISE	0199 Dental Assistant IV	211	12/ Medical	445	07/15/16

Voiding/Deleting Registers

The employment registers for the Dental Assistant Series should be voided at the close of business on Thursday, July 14, 2016. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Dental Assistant Series classifications (Knowledge Test and Credentials Assessment) will be effective (available per E-Test) July 15, 2016. 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 Danielle Routh at (217) 278-3150 Ext. 232 or at danieller@sucss.illinois.gov