

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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James D. Montgomery
*Merit Board Chair
Jeff Brownfield
Executive Director*

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

FROM: Danielle Routh *DR*
Human Resource Associate, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Medical Assistant (Credentialed/Certified)

DATE: May 31, 2017

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):

Medical Assistant
Medical Assistant (Credentialed/Certified)

Classes are currently used by: ISU, NIU, SIUC, SIU-SOM, UIC, UICH, UIUC, UICOMP, UICOMR, WIU,

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
4547 Medical Assistant	None	4547 Medical Assistant	374	12/ Medical Services	NA	442/ Nursing	KT	12/15/08
4678 Certified Medical Assistant	REVISE/ CIT	4678 Medical Assistant (Credentialed/ Certified) Title Change Only	374	12/ Medical Services	1	442/ Nursing	CA	06/01/17

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

Class Specification and Examination Components/Instruments

The revised class specification and examining instrument for the Medical Assistant (Credentialed/Certified) classification will be effective (available per E-Test) June 1, 2017. 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.