


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
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Julie Annette Jones
*Merit Board Chair
Gail Schiesser
Interim Executive Director*

TO: Designated Employer Representatives, Human Resources Directors
Classification Personnel, and Testing Personnel

FROM: Danielle Routh 
Human Resource Manager, Classification, Examination, and Compensation

SUBJECT: Proposal Notice for the Dental Assistant I and Dental Assistant II

DATE: August 16, 2021

The State Universities Civil Service System (University System Office) is proposing a revision to the Dental Assistant I and Dental Assistant II levels. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

As outlined below, the current classification specification series will transition to those being proposed:

<u>Current Classification Series</u>	<u>Proposed Classification Series</u>
Dental Assistant I	Dental Assistant I
Dental Assistant II	Dental Assistant II

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by the University System Office staff. Examination format and effective dates will also be reviewed during these meetings. To allow ample time for all parties to provide initial comments and feedback regarding this proposal, the dates and times for these meetings have yet to be determined. You will be notified by this office through a Meeting Notice once they have been scheduled.

Thank you in advance for your cooperation and feedback. Please contact Danielle Routh email at danieller@sucss.illinois.gov.