


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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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 Examination Personnel

FROM: Lauren Aceves 
 Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Animal Care Series

DATE: September 13, 2021

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):

Animal Caretaker
Animal Care Technician
Animal Care Specialist
Animal Care Coordinator

<u>Class Title</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Comp.</u>	<u>CIT Policy</u>	<u>Eff. Date</u>
0678 Laboratory Animal Caretaker	REVISE /CIT	0678 Animal Caretaker	030	15/Semi- Skilled Trades	504/ Subsidiary	KT	1	10/15/21
0679 Laboratory Animal Care Technician	REVISE /CIT	0679 Animal Care Technician	030	14/Skilled Trades	504/ Subsidiary	KT/ CA	1	10/15/21
0680 Laboratory Animal Care Specialist	REVISE /CIT	0680 Animal Care Specialist	030	14/Skilled Trades	504/ Subsidiary	CA	1	10/15/21

<u>Class Title</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Comp.</u>	<u>CIT Policy</u>	<u>Eff. Date</u>
3710 Laboratory Animal Care Supervisor	REVISE /CIT	3710 Animal Care Coordinator	030	03/ Managerial	504/ Subsidiary	CA	1	10/15/21
0947 Laboratory Animal Care Coordinator								

Classes are currently used by: CSU, ISU, UI-C, UI-CMP, UI-CMR, UI-UC, NIU, SIU-C, SIU-SM

*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.

Voiding/Deleting Registers

The employment registers for the Laboratory Animal Care Series **and** the Laboratory Animal Care Coordinator classification(s) shall be voided at the close of business on Thursday, October 14th, 2021. All testing materials related to this title shall be destroyed.

Reemployment Registers

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or for a classification that is reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Animal Care Series classification(s) will be effective (available per E-Test) on October 15th, 2021. 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 adjust 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 shall be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Lauren Aceves at (217) 278-3155 or at laurena@sucss.illinois.gov.