

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
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Urbana, Illinois 61802-6099



Julie Annette Jones  
Merit Board Chair  
Gail Schiesser  
Executive Director

TO: Designated Employer Representatives, Classification and Testing Personnel

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

DATE: January 14, 2022

RE: Final Status Notice for Phlebotomist

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):

### Phlebotomist

<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>
3034 Phlebotomist I	REVISE /CIT	3034	N/A	12/ Medical Services	446/ Technical Laboratory	CA	1	01/15/22
3035 Phlebotomist II		Phlebotomist						

Classes are currently used by: UI-C, UI-CH, UI-UC

\*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 Phlebotomist Series classification(s) shall be voided at the close of business on Friday, January 14<sup>th</sup>, 2022. 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 Phlebotomist classification(s) will be effective (available per E-Test) on January 15<sup>th</sup>, 2022. 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](http://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](mailto:laurena@sucss.illinois.gov).