

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



**Julie Annette Jones**  
**Merit Board Chair**  
**Gail Schiesser**  
**Executive Director**

**TO:** Designated Employer Representatives, Classification and Testing Personnel

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

**DATE:** February 14, 2022

**RE:** Final Status Notice for the Dental Assistant Series

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**

<u>Current Class</u>	<u>Action</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Comp.</u>	<u>Change- in -Title</u>	<u>Eff. Date</u>
0197 Dental Assistant I	Revise	0197 Dental Assistant I	211	12/Medical Services	445/Subsidiary	KT/CA	1	02/15/22
4528 Dental Assistant II	Revise	4528 Dental Assistant II	211	12/Medical Services	445/Subsidiary	KT/CA	1	02/15/22
0198 Dental Assistant III	Revise	0198 Dental Assistant III	211	12/Medical Services	445/Subsidiary	CA	1	02/15/22
0199 Dental Assistant IV	Revise	0199 Dental Assistant IV	211	12/Medical Services	445/Subsidiary	CA	1	02/15/22

Classes are currently used by: SIUC, SIUE, SIUSOM, UIC, UIC-H

\*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. A Notice of Employment or similar documentation shall be issued to all incumbents whose positions are changed by CIT procedures with the notation: "Change-In-Title – Policy."

#### Voiding/Deleting Registers

The Original Entry and the Promotional employment registers for the Dental Assistant Series shall be voided at the close of business on Monday, February 14, 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.

#### Classification and Examination Components/Instruments

The revised class specification and examining instruments for the Dental Assistant Series Classification will be effective (available per E-Test) February 15, 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 Danielle Routh at (217) 278-3156 or at [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).