

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Noel Rowe *NR*
Human Resource Officer, Classification, Examination and Compensation

DATE: December 7, 2021

RE: Proposal Notice for Medical Laboratory Assistant Series

The State Universities Civil Service System (University System) is proposing a revision to the Medical Laboratory Assistant Series. 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:

Medical Laboratory Assistant I
Medical Laboratory Assistant II
Medical Laboratory Assistant III

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by University System 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. If you have any questions or need additional information, please contact Noel Rowe at (217) 560-6202 or noelr@sucss.illinois.gov