

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: March 14, 2022

RE: Final Status Notice for the Public Health Response Specialist

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):

Public Health Response Specialist

<u>Current Class</u>	<u>Action</u>	<u>New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title</u>	<u>Exam Comp.</u>	<u>Eff. Date</u>
0014 Public Health Response Specialist	New	0014 Public Health Response Specialist	None	12/Medical Services	445/Subsidiary	1	CA	03/15/22

*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."

Classification and Examination Components/Instruments

The new class specification and examining instrument for the Public Health Response Specialist Classification will be effective (available per E-Test) March 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.

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.