

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
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James D. Montgomery
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives
 Human Resources Directors
 Classification Personnel
 Testing Personnel

From: Torre L. Walls
 Operations Division

Re: Final Status Notice – Medical Assistant Series

Date: November 25, 2013

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):

Medical Assistant
 Certified Medical Assistant

Classes will be used by: SIU-SOM, UICH, UI-COMR, UI-COMP, SIUC, SIUE, UIUC, EIU, WIU, NIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
4547 Medical Assistant	N/A	N/A	374	12/ Medical	442/ Nursing	12/15/08
0000 N/A	NEW	4678 Certified Medical Assistant	374	12/ Medical	442/ Nursing	12/01/13

Voiding/Deleting Registers

The registers for the Medical Assistant classification will not be voided.

Class Specification and Examination Components/Instruments

The revised class specification and examining instrument for the Certified Medical Assistant (Credentials Assessment) will be effective (available per E-Test) December 1, 2013. The examination for the Medical Assistant has not been revised. 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.

Please note, the addition of the Certified Medical Assistant has been proposed in part due to new/pending health care regulations. Standard position review process should be used when determining if any current incumbent/position should be delegated to the new class specification.

Pay Rate/Ranges

Where necessary, employers should make adjustments to 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 should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Torre L. Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.illinois.gov.