

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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Marc Strauss
*Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

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

From: Gail E. Hankins, Human Resource Associate
Operations Division

Re: Final Status Notice for the Classification Series
CCE-08-26

Date: July 11, 2007

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan. The only changes made to the following classifications are in the Minimum Acceptable Qualifications, as was required by new State of Illinois guidelines. This change consequently requires an adjustment to the current examination for these classifications.

Classes currently used by: UI-UC, UI-C, SIU-C, NIU, WIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Classes</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
Elevator Mechanic Helper I	REVISED	N/A	2073	89 and 203	Semi-Skilled/15	Construction, Maintenance and Repair 170	N/A	July 15, 2007
Elevator Mechanic	REVISED	N/A	2584	89 and 203	Semi-Skilled/15	Construction, Maintenance and Repair 170	N/A	July 15, 2007
Elevator Mechanic Foreman	REVISED	N/A	1644	89 and 203	Skilled/14	Construction, Maintenance and Repair 170	N/A	July 15, 2007

Classes currently used by: (Currently not in use)

<u>Current Class</u>	<u>Action Proposed</u>	<u>New Class</u>	<u>Class Code</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
Elevator Mechanic Helper II	REVISED	N/A	2074	203	Semi-Skilled/15	Construction, Maintenance and Repair 170	N/A	July 15, 2007

Classes currently used by: UI-C, NIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>New Class</u>	<u>Class Code</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
Lead Elevator Mechanic	REVISED	N/A	2585	203	Skilled/14	Construction, Maintenance and Repair 170	N/A	July 15, 2007

Voiding/Deleting Registers

Due to the change in the Minimum Acceptable Qualifications the following actions are required:

1. Effective date for the changes will be July 15, 2007.
2. The registers for the Elevator Mechanic Helper I, Elevator Mechanic, Elevator Mechanic Foreman, Elevator Mechanic Helper II, and Lead Elevator Mechanic should be voided at the close of business on July 14, 2007.

Class Specification and Examination Components/Instruments

The new class specifications and revised Rating Sheets for the listed classifications will be effective July 15, 2007. There will be no changes to the content of the examinations at this time. 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.state.il.us.

Examination Directives

- Registers for the Elevator Mechanic Series (Elevator Mechanic Helper I, Elevator Mechanic, and Elevator Mechanic Foreman), Elevator Mechanic Helper II, and Lead Elevator Mechanic are to be voided on July 14, 2007 as a result of the new Minimum Acceptable Qualifications.
- Contact should be made to each candidate who is listed on the current employment register to request documentation that the candidate meets the new Minimum Acceptable Qualifications. Please note, any person on the reemployment register, should also be contacted to determine eligibility for return for layoff.
- Examination scores for those applicants who meet the new Minimum Acceptable Qualifications for the designated examination(s) may have their scores 'lifted' and placed on the new employment register for the designated classification(s).
- If the candidate does not meet the new Minimum Acceptable Qualification, the score must be voided and the candidate notified following standard procedures.

If you have any questions or need additional information, please contact Gail Hankins, 217-278-3150, Ext 232 or gailh@sucss.state.il.us.