

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Gail Hankins
Operations Division

SUBJECT: Notice of Proposed Change to Pipefitter Series
CCE-10-297

DATE: December 29, 2009

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the University System Office is proposing a revision to the following classification series. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer.

Part of our plan is to update all craft and trade-related examinations, including the Pipefitter Series. This proposal is prompted by our review of the classification specifications in this series, which indicated that these two classes appeared to be quite similar overall. This proposed action was also prompted in part by a specific review of the Pipefitter and Pipefitter Welder positions at the University of Illinois Urbana-Champaign. We believe that employees in both classes perform similar functions and that the attachment of a Specialty Factor to positions/incumbents in the remaining Pipefitter class should meet any specific welding requirement in these positions. It is important to note that currently the minimum qualifications for these two classes are quite similar.

Pipefitter Series is currently used by: UIUC, UIC, NIU, SIUC, ISU, EIU, WIU, and SIUE.

The following modifications are therefore planned for inclusion into the State Universities Civil Service System classification plan:

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
4225 Pipefitter Welder	DELETE	3309 Pipefitter	108	14/ Skilled Trades	023/ Craft and Trade	1	2/1/10

Current Classes

Pipefitter
Pipefitter Welder*
Pipefitter Sub-Foreman
Pipefitter Foreman

Proposed Classes

Pipefitter
Pipefitter (Change-In-Title Process)
Pipefitter Sub-Foreman
Pipefitter Foreman

** Please note, Specialty Factor can be attached to any position requiring specific welding certification(s).*

Prior to conducting this formal review we would appreciate any comments regarding this consolidation effort. Please provide any initial information by January 15, 2010. Please note, as is standard practice, you will be invited to attend a meeting at the System Office, by teleconference or by videoconference to discuss this proposed change to the classification plan.

Change-In-Title actions will be recommended, with Pipefitter Welder positions assigned to the Pipefitter classification based on a thorough review of job duties and responsibilities. Seniority earned in the Pipefitter Welder classification will carry over into the new classification in accordance with Change-in-Title procedures. The registers for the Pipefitter Welder classification will be voided and all testing materials destroyed. As necessary, specialty factor requests may be submitted to the System Office for any position/incumbent that truly must have some sort of welding experience/certification. The request should indicate any specific certification or training skill required by that position/incumbent.

The System Office will soon begin the development of revised class specifications and examining instruments for the new Pipefitter Series with an effective date to be determined as part of the class revision process. The new exams will be available through E-Test. 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.

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