

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Lucinda M. Neitzel *[Signature]*  
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Electrician Series

DATE: August 1, 2016

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.

Class currently used by: SIU-C, SIU-E, NEIU, EIU, NIU, WIU, CSU, GSU, ISU, UIUC, UIC, UIS

| <u>Current Classes</u>              | <u>Action Proposed</u>           | <u>Revised/<br/>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> |
|-------------------------------------|----------------------------------|---|-------------------|-----------------------|------------------------------------|-------------------------------|-----------------------|
| 1262<br>Electrician                 | REVISE<br><b>CLASS SPEC ONLY</b> | 1262<br>Electrician                       | 67                | 14/<br>Skilled Trades | 023/<br>Crafts and Trades Services | N/A                           | 09/01/16              |
| 1263<br>Electrician Sub-Foreman     | REVISE<br><b>CLASS SPEC ONLY</b> | 1263<br>Electrician Sub-Foreman           | 67                | 14/<br>Skilled Trades | 023/<br>Crafts and Trades Services | N/A                           | 09/01/16              |
| 1264<br>Electrician Foreman         | REVISE<br><b>CLASS SPEC ONLY</b> | 1264<br>Electrician Foreman               | 67                | 14/<br>Skilled Trades | 023/<br>Crafts and Trades Services | N/A                           | 09/01/16              |
| 1265<br>Electrician General Foreman | REVISE/CIT                       | 1765<br>Crafts and Trades General Foreman | 67                | 14/<br>Skilled Trades | 023/<br>Crafts and Trades Services | 1                             | 09/01/16              |

\*Change-in-Title Policy requirements reflect revised procedures issued 11/14/07. The change-in-Title action listed above is recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and assignments. This review should also include the designation of positions to the revised Crafts and Trades General Foreman. Each Employer should review position description and determine which classification and classification series is appropriate for their employment location.

#### Voiding/Deleting Registers

The employment registers for each of the classifications in the Electrician General Foreman should be voided at the close of business on August 31, 2016. All testing materials related to this series should be destroyed.

#### Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Crafts and Trades General Foreman (Credentials Assessment) will be effective (available per E-Test) September 1, 2016. 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](http://www.sucss.illinois.gov).

#### 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 Tonya Weber at (217) 278-3150 Ext. 230 or at [tonyaw@sucss.illinois.gov](mailto:tonyaw@sucss.illinois.gov).