

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Julie Annette Jones  
Merit Board Chair  
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TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Christian Twombly, Human Resource Officer  
Classification, Examination, and Compensation Division

RE: Preliminary Status Notice for the Building Heat and Frost Insulator Series

DATE: July 26, 2024

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the preliminary notification and effective date of revisions to the following classification(s):

<u>Class Title</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Exam. Comp.</u>	<u>Effective Date</u>
3056 Building Heat and Frost Insulator	REVISE	37	14/Skilled Trades	1	CA	09/01/2024
3061 Building Heat and Frost Foreperson	NEW	37	14/Skilled Trades	1	CA	09/01/2024

\*Change-in-Title policy requirements reflect revised procedures issued 08/15/07. 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.

### **Voiding/Deleting Registers**

The employment registers for the Building Heat and Frost Insulator classification shall be voided at the close of business on August 31, 2024. All testing materials related to this title shall be destroyed.

### **Reemployment Registers**

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or for a classification reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

### **Class Specification and Examination Components/Instruments**

The new class specification and examining instruments for the Building Heat and Frost Insulator Series classification(s) will be effective (available per E-Test) on September 1, 2024. 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**

Employers should adjust or establish new pay rates/ranges to accompany the above changes where necessary. In some instances, establishing a broad pay range will optimize the opportunity for each employer to properly reflect their 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 Christian Twombly at [christiant@sucss.illinois.gov](mailto:christiant@sucss.illinois.gov).