

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
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To: Designated Employer Representatives, Human Resources Directors
Classification Personnel, Testing Personnel

From: Pulchratia L. Kinney-Smith
Operations Division

Subject: Proposal Notice for the Building Service Series
(CCE-06-219)

Date: March 28, 2006

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the occupational area of Building Service. We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

This proposal is presented for your review and comments. We are proposing minor modifications to the class specification. The primary focus of this review is to convert these exams from the current paper format to the E-Test format.

Current Classes

Building Service Worker
Building Service Sub-Foreman
Building Service Foreman
Building Service Supervisor

Proposed Classes

Building Service Worker
Building Service Sub-Foreman
Building Service Foreman
Building Service Supervisor

The classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by System Office staff. Examination format and effective dates will also be reviewed during these meetings.

Please contact me if you have any questions at 217/278-3150 Ext 230 or at email pulchratiak@succs.state.il.us.