

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
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**Marc Strauss**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

DATE: July 16, 2008

TO: Designated Employer Representatives, Human Resource Directors,  
Examination Personnel & Classification Personnel

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

SUBJECT: Status Notice of New Specification/Examination for Building Heat/Frost Insulator  
(CCE-09 -19)

The System Office continues to revise and modify its business processes related to the creation/revision of class specifications and examinations. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency.

<b>Class</b>	<b>Action Taken</b>	<b>Class Code</b>	<b><u>Prom. Line</u></b>	<b><u>Occ. Area</u></b>	<b><u>Work Area</u></b>	<b><u>Change-in-Title Policy</u></b>	<b><u>Effective Date</u></b>
<b>Building Heat/Frost Insulator</b>	<b>ADD</b>	<b>3056</b>	<b><u>N/A</u></b>	<b>14 Skilled Trades</b>	<b>023 Crafts and Trades Services</b>	<b><u>N/A</u></b>	<b>Proposed</b> <b>August 1, 2008</b>

### Pay Rate/Ranges

Employers should 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.

Please review the attached class specification and submit comments no later than July 25, 2008. Contact me if you have any questions at 217/278-3150 or at [gailh@sucss.state.il.us](mailto:gailh@sucss.state.il.us).