

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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To: Designated Employer Representatives, Human Resources Directors  
Classification Personnel, Testing Personnel

From: Gail Hankins, Human Resource Associate

Subject: Proposal Notice for the Laboratory Mechanic Series  
(CCE-10-142)

Date: August 28, 2009

The State Universities Civil Service System (System Office) is proposing a revision to the class specification plan for the occupational area of skilled trades. 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.

We are proposing only minor modifications to the class specification at this time. This proposal is presented for your review and comments.

### **Current Classes**

Assistant Laboratory Mechanic  
Laboratory Mechanic  
Senior Laboratory Mechanic  
Instrument Maker

### **Proposed Classes**

Assistant Laboratory Mechanic  
Laboratory Mechanic  
Senior Laboratory Mechanic  
Instrument Maker

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 Gail Hankins if you have any questions at 217/278-3150 Ext 232 or at email [gailh@sucss.state.il.us](mailto:gailh@sucss.state.il.us).