

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

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

SUBJECT: Final Status Notice for the Elevator Mechanic Series and related classifications
CCE-10-362

DATE: March 29, 2010

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.

Classes currently used by: UIC, UI-UC, NIU, WIU, SIU-C

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
2073 Elevator Mechanic Helper I	DELETE	N/A	89	15 Semi-Skilled Trades	170 Construction, Maintenance & Repair	N/A	5/15/10
2584 Elevator Mechanic	REVISE	2584 Elevator Mechanic	89	14 Skilled Trades	170 Construction, Maintenance & Repair	1	5/15/10
1644 Elevator Mechanic Foreman	REVISE	1644 Elevator Mechanic Foreman	89	14 Skilled Trades	170 Construction, Maintenance & Repair	1	5/15/10

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/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>
2074 Elevator Mechanic Helper II	DELETE	N/A	203	15 Semi-Skilled Trades	170 Construction, Maintenance & Repair	N/A	5/15/10

<u>Current Class</u>	<u>Prom. Line</u>	<u>Action Proposed</u>	<u>Revised/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>
2585 Lead Elevator Mechanic	203	REVISE/ CHANGE IN TITLE	1644 Elevator Mechanic Foreman	89	14 Skilled Trades	170 Construction, Maintenance & Repair	1	5/15/10

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/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>
2870 Elevator Operator	DELETE	N/A	N/A	08 Custodial Services	026 Custodial Services	N/A	5/15/10

Change-In-Title Policy requirements reflect revised procedures issued 12/23/03. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Elevator Mechanic Series, Elevator Mechanic Helper II, Lead Elevator Mechanic, and Elevator Operator should be voided at the close of business on May 14, 2010. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Elevator Mechanic Series (Knowledge Tests and Credentials Assessments) will be effective (available per E-Test) May 15, 2010. 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.state.il.us.

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 Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@sucss.state.il.us.