

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

*Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099*

**Bruce Friefeld  
Merit Board Chair  
Lewis T. (Tom) Morelock  
Executive Director**

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

From: Pulchratia L. Kinney-Smith  
Operations Division

Re: Final Status Notice for the Automotive Garage Technician Series  
CCE-05-179

Date: March 15, 2005

The System Office continues to revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the needs of each employer.

Classes currently used by: CSU, EIU, ISU, NIU, SIUC, SIUE, UIC, UIDS, UIS, UIUC, and WIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>New Classes</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-In-Title Policy</u>	<u>Effective Date</u>
Garage Attendant	DELETED	Automotive Technician Assistant	2046	19	Semi-Skilled/15	Automotive Services/013	1	May 1, 2005
Automotive Mechanic Helper	REVISED	Automotive Technician Assistant	2046	19	Semi-Skilled/15	Automotive Services/013	1	May 1, 2005
Automotive Mechanic	REVISED	Automotive Technician	2568	19	Skilled/14	Automotive Services/013	1	May 1, 2005
Automotive Body Repairman	REVISED	Automotive Body Repair Technician	3182	19	Skilled/14	Automotive Services/013	1	May 1, 2005
Garage Sub-Foreman	REVISED	Garage Sub-Foreman	1876	19	Skilled/14	Automotive Services/013	1	May 1, 2005
Garage Foreman	REVISED	Garage Foreman	1684	19	Skilled/14	Automotive Services/013	1	May 1, 2005

Change-In-Title Policy requirement reflects revised procedures issued 12/23/03. The actions listed above are recommended. Based on job duties and responsibilities, positions should be identified and collectively moved simultaneously to the appropriate new classifications.

### Voiding/Deleting Registers

The register for the Garage Attendant should be deleted at the close of business on April 30, 2005. The registers for the Automotive Mechanic Helper, Automotive Mechanic, Automotive Body Repairman, Garage Sub-Foreman and Garage Foreman should be voided at the close of business on April 30, 2005. All testing materials related to these titles should be destroyed. The new/revised class specifications and examining instruments for the Automotive Garage Technician Series will be effective May 1, 2005.

### 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

Dependent upon on change in classification, seniority calculations should be reviewed.

Please contact Pulchratia at (217) 278-3150, ext. 230 or [pulchratiak@sucss.state.il.us](mailto:pulchratiak@sucss.state.il.us) if you need additional information.