

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 Food Service Sanitation Series – **REVISED**
CCE-05-255

Date: August 16, 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.

Please note that we have only reformatted the June 8, 2005 Status Notice, there is no significant change.

Classes currently used by: EIU, ISU, NIU, SIUC, UICHC, and UIUC

<u>Current Classes & Class Codes</u>	<u>Action Proposed</u>	<u>New Classes & 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>
3090 Dish Porter	REVISE	0024 Food Service Sanitation Laborer	235	Food Service/10	Food Services Clean-Up/ 383	1	10/01/05
2217 Food Service Laborer	REVISE	0024 Food Service Sanitation Laborer	235	Food Service/10	Food Services Clean-Up/ 383	1	10/01/05
2221 Kitchen Laborer	REVISE	0024 Food Service Sanitation Laborer	235	Food Service/10	Food Services Clean-Up/ 383	1	10/01/05
2222 Kitchen Stores-Laborer	REVISE	0025 Food Service Stores-Laborer	235	Food Service/10	Food Services Clean-Up/ 383	1	10/01/05
2922 Pot-washing Machine Operator	REVISE	0025 Food Service Stores-Laborer	235	Food Service/10	Food Services Clean-Up/ 383	1	10/01/05

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 moved simultaneously to the appropriate new classifications.

Voiding/Deleting Registers

The registers for the Dish Porter, Food Service Laborer, Kitchen Laborer, Kitchen Stores-Laborer and Pot-washing Machine Operator should be deleted at the close of business on September 30, 2005. All testing materials related to these titles should be destroyed. The new/revised class specifications and examining instruments for the Food Service Sanitation Laborer and Food Service Stores-Laborer will be effective October 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 a change in classification, seniority calculations should be reviewed.

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

Format Revision