

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 Kinney-Smith, Human Resource Associate
Operations Division

Re: Final Status Notice for the Building Custodial Services Series
CCE-07-209

Date: January 23, 2007

The State Universities Civil Service System continues to routinely revise and modify the classification plan in accordance with the classification plan management process. 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: COMP, COMR, CSU, EIU, GSU, ISAC, ISU, NEIU, NIU, SIUC, SIUE, SIU-SMS, SURS, UIC, UIC-HC, UIS, UIUC AND WIU

<u>Current Class and Class Code</u>	<u>Action Proposed</u>	<u>New/Revised Class and Class Code</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -In- Title Policy</u>	<u>Effective Date</u>
4502 Building Service Worker	Revise	4502 Building Service Worker	115, 175, 198, 220, 245, 287	Custodial Services/ 08	Custodial Services 0026	1	February 1, 2007
1848 Building Service Sub-Foreman	Revise	1848 Building Service Sub-Foreman	115, 175, 198, 220, 245, 287	Custodial Services/ 08	Custodial Services 0026	1	February 1, 2007
1600 Building Service Foreman	Revise	1600 Building Service Foreman	115, 175, 198, 220, 245, 287	Custodial Services/ 08	Custodial Services 0026	1	February 1, 2007
3445 Building Service Supervisor	Revise	3445 Building Service Supervisor*	115, 175, 198, 220, 245, 287	Custodial Services/ 08	Custodial Services 0026	1	February 1, 2007

*There were no changes made to this examination at this time.

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 Building Custodial Services Series (excluding the Building Service Supervisor) should be voided at the close of business on January 31, 2007. All testing materials related to these titles should be destroyed (excluding the Building Service Supervisor exam).

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Building Custodial Services Series (excluding the Building Service Supervisor exam) will be effective (available per E-Test) February 1, 2007. 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 Pulchratia Kinney-Smith at 217-278-3150 Ext 230 or pulchratiak@sucss.state.il.us.