

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: Jeff Brownfield, Assistant Director
Operations Division

Re: Final Status Notice for the Carpenter Series
CCE-07-329

Date: February 28, 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: UI-C, UI-UC, UI-S, NEIU, GSU, CSU, ISU, SIU-E, SIU-C, NIU, EIU, 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>
Carpenter	REVISED	Carpenter	0683	31	Skilled Trades 14	Crafts and Trades Services/ 023	1	April 15, 2007
Carpenter Sub-Foreman	REVISED	Carpenter Sub-Foreman	1852	31	Skilled Trades 14	Crafts and Trades Services/ 023	1	April 15, 2007
Carpenter Foreman	REVISED	Carpenter Foreman	1604	31	Skilled Trades 14	Crafts and Trades Services/ 023	1	April 15, 2007
Carpenter General Foreman	REVISED	Carpenter General Foreman	1605	31	Skilled Trades 14	Crafts and Trades Services/ 023	1	April 15, 2007

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/revise classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Carpenter series should be voided at the close of business on April 14, 2007. 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 Carpenter series will be effective (available per E-Test) April 15, 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 Gail Hankins, 217-278-3150 EXT 232 or gailh@sucss.state.il.us.