

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Marc Strauss
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: Status Notice for the Elevator Mechanic and Elevator Mechanic Foreman
CCE-08-436

Date: April 24, 2008

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.

The State Universities Civil Service System (System Office) is editing the class specification plan for the Elevator Mechanic series. We believe that this modification will be beneficial in addressing the recruitment, employment, and retention concerns of these units. Specifically, we are simply clarifying/editing the Elevator Mechanic and Elevator Mechanic Foreman class specification's Minimum Acceptable Qualifications. This editorial change allows additional flexibility in the trade not limiting training or experience to service maintenance.

At this time, we are not proposing any change to the examination instruments for this series; therefore the registers will not be voided. The edited MAQs must be used to recruit candidates for vacant positions. You may also want to allow candidates from your current register the opportunity to retake the examination. The class plan memorandum/class specification's effective date is May 1, 2008.

Please be aware that we are also exploring changes to the examination structure for the Elevator Mechanic Series and well as the other classifications in this occupational area. We are also planning to convert, in the near future, all examinations in this series to E-test, our new electronic delivery system.

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

<u>Current Classes</u>	<u>Action Taken</u>	<u>Class Codes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
Elevator Mechanic Helper I	None	2073	89 and 203	Semi-Skilled Trades 15	Construction, Maintenance and Repair 170	May 1, 2008
Elevator Mechanic	EDITED SPECIFICATION	2584	89 and 203	Skilled Trades 14	Construction, Maintenance and Repair 170	May 1, 2008
Elevator Mechanic Foreman	EDITED SPECIFICATION	1644	89 and 203	Skilled Trades 14	Construction, Maintenance and Repair 170	May 1, 2008

If you have any questions or need additional information, please contact Gail Hankins, 217-278-3150, Ext 232 or at gailh@succs.state.il.us.