

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



**Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director**

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

From: Torre Walls, Human Resource Officer
Operations Division

Re: Final Status Notice - Engineer Series
CCE-11-136

Date: January 7, 2011

The State Universities Civil Service System continues to routinely revise and modify the classification plan. 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 are currently used by: WIU

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
1339 Civil Engineer I	REVISE/CIT	1300 Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1338 Civil Engineer II	REVISE/CIT	1300/1301 Engineer/Sr. Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1337 Civil Engineer III	REVISE/CIT	1301 Sr. Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11

Classes currently used by: WIU, SIUC

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
1348 Electrical Engineer I	REVISE/CIT	1300 Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1347 Electrical Engineer II	REVISE/CIT	1300/1301 Engineer/ Senior Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1346 Electrical Engineer III	REVISE/CIT	1301 Senior Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11

Classes currently used by: WIU, SIUC, ISU, UIUC, NEIU, EIU, SIU-SOM, NIU, SIUE

<u>Current Classes</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
1386 Mechanical Engineer I	REVISE/ CIT	1300 Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1385 Mechanical Engineer II	REVISE/ CIT	1300/1301 Engineer/ Senior Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11
1384 Mechanical Engineer III	REVISE/ CIT	1301 Senior Engineer	69	01/ Professional	032/ Engineering Services	1	03/15/11

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.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Engineer Series (Credentials Assessments) will be effective (available per E-Test) March 15, 2011. 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.

Voiding/Deleting Registers

The registers for the Engineer Series should be voided at the close of business on Monday, March 14, 2011. All testing materials related to these titles should be destroyed. During the 45-day notice period, all qualified applicants (including candidates whose names are already on the register by score) shall be scheduled for the new examination. The new examination may be administered during this 45-day notice period with the understanding that any test score, and subsequent register created during this timeframe, will not be utilized until the specified effective date. The DERS shall communicate this action in writing to each candidate on the Original Entry and/or Promotional registers and other applicant who apply for an Original Entry or Promotional examination.

Pay Rate/Ranges

If 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 should remain intact for all incumbents. All seniority calculations should periodically be reviewed and established in accordance with regulatory guidelines and procedural protocols.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at torrew@sucss.state.il.us.