

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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



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

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel and Examination Personnel

FROM: Gail E. Hankins  
Human Resource Associate

SUBJECT: Notice of Specification/Examination Revision for the Pipefitter Series

DATE: July 13, 2010

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing a revision to the classification plan for the Pipefitter Series. In this instance, our primary objective is to simply convert the current examinations to an Electronic Knowledge Test (E-Test) and/or Credentials Assessment model, which can be easily delivered in an electronic format. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

This proposal is to notify you of our planned conversion from the current paper Knowledge Test and Education and Experience (Informational Supplement). We have deleted the Pipefitter Welder but did not substantively revise the classification specifications for this series and we will be changing the specification format to coincide with our standardized model. Confidential examination materials will be distributed later to meeting participants.

**Current Classes**

Pipefitter  
Pipefitter Welder (**Recently Deleted**)  
Pipefitter Sub-Foreman  
Pipefitter Foreman

**Proposed Classes**

Pipefitter  
Pipefitter  
Pipefitter Sub-Foreman  
Pipefitter Foreman

This proposal will be formally reviewed at a meeting on **July 27, 2010 at 10:00 a.m.** You are invited to attend the meeting at the System Office, by teleconference or by videoconference. We ask each employer utilizing these classifications to please participate in this process. Due to the minor revisions to the class specifications and examination, we do not anticipate a lengthy meeting. Conference call information will be sent prior to the meeting date along with examination information. For onsite participation, examination information will be distributed upon arrival to the System Office. ***If you plan to utilize videoconference for your participation, please indicate your IP address.***

Please share this information as required, but keep in mind that the purpose of this meeting is to simply change the delivery format of the examination from an applicant-rated paper format to an employer-rated electronic test. Contact Gail Hankins at (217) 278-3150, Ext. 232, or by email at [gailh@sucss.state.il.us](mailto:gailh@sucss.state.il.us) if you need any additional information or clarification.

Classification/Examination Review: Pipefitter Series

Meeting Date: **July 27, 2010 - 10:00 a.m.**

University/Agency: \_\_\_\_\_

*Please respond by July 23, 2010 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.*

*Please indicate below which method of participation you will utilize.  
(Teleconference, Videoconference or Physically Attending)*

*If you plan to utilize videoconference for your participation, please indicate your IP address:*

\_\_\_\_\_

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>E-mail Address</b>	<b>Method of Participation</b>