

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Gail E. Hankins, Human Resource Associate
Operations Division

SUBJECT: Final Status Notice for the Electrical and Electronic Instruments and Controls Series
CCE-11-113

DATE: September 8, 2010, ~~Reissued February 3, 2011~~, **July 13, 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. **To assure consistency in our class specifications and duties performed within the class structure, elements of some of the typical duties were revised.**

Classes currently used by: UIC, 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>Effective Date</u>
2582 Electrical and Electronic Instruments and Controls Mechanic	REVISE	2582 Electrical and Electronic Instruments and Controls Mechanic	312	14/ Skilled Trades	023 Crafts and Skills Services	11/1/10 6/15/11 7/15/11
1632 Electrical and Electronic Instruments and Controls Foreman	REVISE	1632 Electrical and Electronic Instruments and Controls Foreman	312	14/ Skilled Trades	023 Crafts and Skills Services	11/1/10 6/15/11 7/15/11

Voiding/Deleting Registers

The registers for the Electrical and Electronic Instruments and Controls Series should be voided at the close of business on ~~October 31, 2010~~ **June 14, 2011**. 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 Electrical and Electronic Instruments and Controls Series (Credentials Assessments) will be effective (available per E-Test) ~~November 1, 2010~~ **July 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.

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 at (217) 278-3150 Ext. 232 or at gailh@sucss.state.il.us.

REVISED EFFECTIVE DATE