

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: Gail E. Hankins
Operations Division

SUBJECT: Final Status Notice for the Supervisor of Building Craftsmen
CCE-11-356

DATE: April 18, 2011

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Supervisor of Building Craftsmen

These classifications are currently used by UIUC, UIC, NEIU, WIU, ISU, SIUE, SIUC. The following revisions shall become effective as indicated below:

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
3650 Supervisor of Building Craftsmen	REVISE	3650 Supervisor of Building Craftsmen	N/A	14/ Skilled Trades	170/ Construction, Maintenance, & Repair	N/A	6/15/11

Voiding/Deleting Registers

The registers for the Supervisor of Building Craftsmen should be voided at the close of business on Tuesday, June 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.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument (Credentials Assessment) for the Supervisor of Building Craftsmen will be effective (available per E-Test) June 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.