

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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**Joanne Maitland  
Merit Board Chair  
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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 Laboratory Mechanic Series

**DATE:** February 8, 2013

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.

Class currently used by: UIUC, UIC, UI-INRS, SIUC, SIU-SOM, SIUE, ISU, NIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Classes</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change -in- Title Policy</u>	<u>Effective Date</u>
2597 Assistant Laboratory Mechanic	REVISE	2597 Assistant Laboratory Mechanic	14/ Skilled Trades	501/ Mechanical	1	4/1/13
2596 Laboratory Mechanic	REVISE	2596 Laboratory Mechanic	14/ Skilled Trades	501/ Mechanical	1	4/1/13
2599 Senior Laboratory Mechanic	REVISE	2599 Senior Laboratory Mechanic	14/ Skilled Trades	501/ Mechanical	1	4/1/13
2306 Instrument Maker	REVISE	2306 Instrument Maker	14/ Skilled Trades	501/ Mechanical	1	4/1/13

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.

### Voiding/Deleting Registers

The registers for the Laboratory Mechanic Series should be voided at the close of business on Friday, March 29, 2013.. 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 Assistant Laboratory Mechanic, Laboratory Mechanic, and Senior Laboratory Mechanic (Credentials Assessment & Knowledge Test) and Instrument Maker (Credentials Assessment) will be effective (available per E-Test) April 1, 2013 . 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.illinois.gov](http://www.sucss.illinois.gov).

### 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.illinois.gov](mailto:gailh@sucss.illinois.gov).