

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
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FROM: Gail Hankins, Human Resource Associate
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SUBJECT: Final Status Notice of Pipefitter and Refrigeration Mechanic Series Classification Update

DATE: February 14, 2013

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the University System Office is proposing a revision to the following classification series. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer.

Part of our plan is to update all craft and trade-related examinations including the Pipefitter and Refrigeration Mechanic Series. This proposal was prompted by our review of the classification specifications in this series, which indicated that these two classes appeared to be quite similar overall. There is overlap in functionality of these classifications and with the use of a Specialty Factor for positions/incumbents, there should be an opportunity to meet any specific welding, pipefitter and/or refrigeration requirement in these positions. It is important to note that currently the minimum qualifications for these two classes are quite similar.

Moving forward, the general classification titles within the Pipefitter Series will combine the duties/responsibilities for Pipefitter and Refrigeration classification series.

New positions or any new vacancy that have traditionally been classified as a Refrigeration Mechanic, Refrigeration Mechanic Sub-Foreman and/or Refrigeration Mechanic Foreman must be converted and employed through other appropriate titles such as the Pipefitter, Pipefitter Sub-Foreman and/or Pipefitter Foreman.

Any current employee who is moved from the Refrigeration Mechanic, Refrigeration Mechanic Sub-Foreman and/or Refrigeration Mechanic Foreman classifications to another appropriate classification must meet the minimum qualifications for the new classification or otherwise be transitioned upon the submission and approval of a Compensatory Qualification and/or a Specialty Factor.

Pipefitter Series is currently used by: UIUC, UIC, NIU, SIUC, ISU, EIU, WIU, and SIUE.

Refrigeration Mechanic Series is currently used by: UIUC, UIC, NIU, SIUC, SIUE, ISU, and EIU

<u>Current Class</u>	<u>Prom. Line</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>
2632 Refrigeration Mechanic	109** 145***	REVISION/ DELETE	3309 Pipefitter	108	14/ Skilled Trades	023/ Crafts and Trade Services	1	4/1/13
1935 Refrigeration Mechanic Sub-Foreman	109** 145***	REVISION/ DELETE	1962 Pipefitter Sub-Foreman	108	14/ Skilled Trades	023/ Crafts and Trade Services	1	4/1/13
1795 Refrigeration Mechanic Foreman	109** 145***	REVISION/ DELETE	1828 Pipefitter Foreman	108	14/ Skilled Trades	023/ Crafts and Trade Services	1	4/1/13

The following modifications are therefore planned for inclusion into the State Universities Civil Service System classification plan:

Promotional Line Number 109 **

3309 Pipefitter
2632 Refrigeration Mechanic
1935 Refrigeration Mechanic Sub-Foreman
1962 Pipefitter Sub-Foreman
1828 Pipefitter Foreman

Promotional Line Number 145 ***

2632 Refrigeration Mechanic
1935 Refrigeration Mechanic Sub-Foreman
1795 Refrigeration Mechanic Foreman

Please note: Specialty Factor can be attached to any position requiring specific refrigeration certification(s).

Change-In-Title actions will be recommended, with Refrigeration Mechanic Series positions assigned to the Pipefitter classification based on a thorough review of job duties and responsibilities. Seniority earned in any of the Refrigeration Mechanic series classifications will carry over into the new classification in accordance with Change-in-Title procedures. The registers for the Refrigeration Mechanic Series classifications will be voided and all testing materials destroyed. As necessary, specialty factor requests may be submitted to the System Office for any position/incumbent that must have some type of refrigeration mechanic experience/certification. The request should indicate any specific certification or training skill required by that position/incumbent.

Voiding/Deleting Registers

The registers for the Refrigeration Mechanic, Refrigeration Mechanic Sub-Foreman, and Refrigeration Mechanic Foreman should be VOIDED AND DELETED with the testing materials destroyed at the close of business on March 29, 2013. The registers for the Pipefitter, Pipefitter Sub-Foreman, and Pipefitter Foreman should be voided at the close of business on March 29, 2013. All testing materials related to these titles will be eliminated from E-Test.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Pipefitter, (Knowledge Test and Credentials Assessment) Pipefitter Sub-Foreman, and Pipefitter Foreman (Credentials Assessments) 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.

Pay Rates/Ranges

Pay rates/ranges should remain intact. Pay rates/ranges should periodically be reviewed and established in accordance with regulatory guidelines and procedural protocols.

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 Gail Hankins at (217) 278-3150 Ext. 232 or at gailh@sucss.illinois.gov.