


# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*James D. Montgomery  
Merit Board Chair  
Jeff Brownfield  
Executive Director*

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

FROM: Jeff Brownfield   
Executive Director

SUBJECT: **Revised** Final Status Notice for the Kitchen Helper, First Cook, Second Cook, Test Kitchen Cook, and Grill Cook

DATE: March 1, 2016

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):

Kitchen Helper  
First Cook  
Second Cook  
Test Kitchen Cook  
Grill Cook

Classes are currently used by: UIUC, NIU, NIU-HE, NIU-NC, SIUC, SIUE, UI-AH, UIS

<u>Current Classes</u>	<u>Current Prom. Lines</u>	<u>Action Proposed</u>	<u>Revised/ New Classes</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>*Change-in-Title Policy</u>	<u>Effective Date**</u>
2084  Kitchen Helper	55, 56, 192, 193, 347	REVISE/ CIT	3866  Culinary Worker I  <b>OR</b>  3867  Culinary Worker II	322	10	381	1	04/01/16

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0906 First Cook	55, 193, 333	REVISE/ CIT	3868 Culinary Worker III	322	10	381	1	04/01/16
0916 Second Cook	55, 193, 333		<b>OR</b> 3869 Culinary Worker IV					
0919 Test Kitchen Cook <sup>1</sup>	None							
0909 Grill Cook	None							
N/A			3870 Culinary Worker V					

\*Change-in-Title Policy requirements reflect revised procedures issued 11/14/07. 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 assignments. This review should also include the designation of positions to the revised Food Court/Snack Bar Series. Each Employer should review position description and determine which classification and classification series is appropriate for their employment location.

Voiding/Deleting Registers

The employment registers for each of the Kitchen Helper, First Cook, Second Cook, Test Kitchen Cook, and Grill Cook classifications should be voided at the close of business on March 31, 2016. All testing materials related to these classifications should be destroyed.

<sup>1</sup> Due to collective bargaining agreement the current incumbent will remain in the Test Kitchen Cook classification. Any new hire will be placed according to the standard noted above.

#### Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Culinary Worker Series (Test and Credentials Assessment) and will be effective (available per E-Test) on April 1, 2016. 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).

\*\*The Effective Date is April 1, 2016. Individual employers may choose to complete the update of positions to the revised classification designation between April 1, 2016 and August 1, 2016. Thus, all position designation must be completed no later than August 1, 2016. This provision allows greater flexibility in position designation based on campus operations.

Upon determination to revise the classification designation, all transactions must be completed simultaneously. No new or vacant position within the designated occupational area can be filled until all current positions are revised to the appropriate designated classification as listed above.

#### 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. *Please note seniority calculations should be carefully reviewed as some employers use specialized promotional lines for food service related classifications.*

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 or at [jeffb@sucss.illinois.gov](mailto:jeffb@sucss.illinois.gov).