


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: Final Status Notice for the Cook Series

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):

Cook's Helper
Cook
Head Cook

Classes are currently used by: GSU, NIU, SIUC, SIUE, EIU, ISU, UIUC, NIU-LT, UICH, WIU

| <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> |
|---------------------------|----------------------------|------------------------|--|-------------------|------------------|------------------|--------------------------------|-------------------------|
| 2062 Cook's Helper | 54, 55, 56, 192, 206 | REVISE/ CIT | 3866 Culinary Worker I OR 3867 Culinary Worker II | 322 | 10 | 381 | 1 | 04/01/16 |

| | | | | | | | | |
|-----------|----------------------------|----------------|---|-----|----|-----|---|----------|
| 0904 | | | 3868 | | | | | |
| Cook | 54, 55, 56, 192, 206 | REVISE/ CIT | Culinary Worker III OR 3869 Culinary Worker IV | 322 | 10 | 381 | 1 | 04/01/16 |
| 0913 | | | 3869 | | | | | |
| Head Cook | 54, 55, 56, 192, 206 | REVISE/ CIT | Culinary Worker IV OR 3870 Culinary Worker V | 322 | 10 | 381 | 1 | 04/01/16 |

*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 descriptions and determine which classification and classification series is appropriate for their employment location.

Voiding/Deleting Registers

The employment registers for each of the classifications in the Cook Series should be voided at the close of business on March 31, 2016. All testing materials related to this series should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Culinary Worker Series (Knowledge Test and Credentials Assessment) 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.

**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.