


# 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: Lucinda M. Neitzel   
Assistant Director, Classification, Examination and Compensation

SUBJECT: **REVISED** Final Status Notice for the Carpenter Series

DATE: September 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):

Carpenter  
Carpenter Sub-Foreman  
Carpenter Foreman

Classes are currently used by: CSU, EIU, GSU, ISU, NIU, SIUC, SIU-E, UIC, UIS, UIUC, WIU

<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>
0683 Carpenter	REVISE	0683 Carpenter	31	14/ Skilled Trades	023/ Crafts and Trades Services	N/A	09/01/16
<b>1604</b> Carpenter Foreman	REVISE	<b>1604</b> Carpenter Foreman	31	14/ Skilled Trades	023/ Crafts and Trades Services	N/A	09/01/16
1852 Carpenter Sub-Foreman	REVISE	1852 Carpenter Sub-Foreman	31	14/ Skilled Trades	023/ Crafts and Trades Services	N/A	09/01/16
1605 Carpenter General Foreman	REVISE/CIT	1765 Crafts and Trades General Foreman	31	14/ Skilled Trades	023/ Crafts and Trades Services	1	09/01/16

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[www.sucss.illinois.gov](http://www.sucss.illinois.gov)

\*Change-in-Title Policy requirements reflect revised procedures issued 11/14/07. The change-in-Title action listed above is 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 Crafts and Trades General Foreman. 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 the Carpenter Series should be voided at the close of business August 31, 2016. All testing materials related to this series should be destroyed.

#### Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Carpenter Series classifications (Credentials Assessment) will be effective (available per E-Test) September 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).

#### 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 Tonya Weber at (217) 278-3150 Ext. 230 or at [tonyaw@sucss.illinois.gov](mailto:tonyaw@sucss.illinois.gov).