

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

FROM: Lucinda M. Neitzel
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SUBJECT: Final Status Notice for the Crafts and Trades General Foreman

DATE: August 1, 2016

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: SIU-C, SIU-E, NEIU, EIU, NIU, WIU, CSU, GSU, ISU, UIUC, UIC, UIS

<u>Current Classes</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>
1765 Crafts and Trades General Foreman	NEW	1765 Crafts and Trades General Foreman	31 35 36 67 104	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
1265 Electrician General Foreman	REVISE/CIT	1765 Crafts and Trades General Foreman	67	14/ Skilled Trades	023/ Crafts and Trades Services	1	09/01/16
1789 Plumber General Foreman	REVISE/CIT	1765 Crafts and Trades General Foreman	104	14/ Skilled Trades	023/ Crafts and Trades Services	1	09/01/16

*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 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 each of the classifications in the Electrician General Foreman should be voided at the close of business on August 31, 2016. All testing materials related to this series should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Crafts and Trades General Foreman (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.

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.