

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center**  
**1717 Philo Road, Suite 24**  
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**Julie Annette Jones**  
**Merit Board Chair**  
**Jeff Brownfield**  
**Executive Director**

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

**FROM:** Danielle Routh  
 Human Resource Associate, Classification, Examination and Compensation

**SUBJECT:** REVISED Final Status Notice for the Building Custodial Services Series

**DATE:** April 26, 2017

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):

- Building Service Worker
- Building Service Sub-Foreman
- Building Service Foreman
- Building Service Supervisor
- Custodial Supervisor

Classes are currently used by: CSU, EIU, GSU, ISU, ISAC, NEIU, NIU, SIUC, SIUE, SIU-SOM, SURS, UIC, UICH, UI-COMP, UI-COMR, UIS, UIUC, and WIU.

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
4502 Building Service Worker	REVISE	4502 Building Service Worker	198 220 245* 287	08/ Custodial Services	N/A	026/ Custodial Services	KT	04/01/17
1848 Building Service Sub-Foreman	REVISE	1848 Building Service Sub-Foreman	198 220 245* 287	08/ Custodial Services	N/A	026/ Custodial Services	CA/KT	04/01/17
1600 Building Service Foreman	REVISE	1600 Building Service Foreman	198 220 245* 287	08/ Custodial Services	N/A	026/ Custodial Services	CA	04/01/17

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3445  Building Service Supervis or	REVISE	3445  Building Service Supervisor	198 220 245 * 287	08/ Custodial Services	N/A	026/ Custodial Services	CA	04/01/17
3473  Custodial Supervisor	REVISE/ CIT	3445  Building Service Supervisor	198 220 245 * 287	08/ Custodial Services	1	026/ Custodial Services	CA	04/01/07

\*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

#### Voiding/Deleting Registers

The employment registers for the Building Custodial Service Series and Custodial Supervisor should be voided at the close of business on Friday, March 31, 2017. All testing materials related to these titles should be destroyed.

#### Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Building Custodial Service Series classifications will be effective (available per E-Test) April 1, 2017. 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.

\*Revised- to assure consistency with previous promotional lines.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3150 Ext. 232 or at [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).