

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Julie Annette Jones
Merit Board Chair
Gail Schiesser
Executive Director

TO: Designated Employer Representatives, Classification and Testing Personnel

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

DATE: April 29, 2022

RE: Final Status Notice for Sheet Metal Worker Series

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):

Sheet Metal Worker Series

<u>Class Title</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam Comp.</u>	<u>Eff. Date</u>
4273 Sheet Metal Worker	REVISE	4273 Sheet Metal Worker	105	14/Skilled Trades	023/Crafts and Trades Services	1	CA	05/1/2022
1938 Sheet Metal Sub-Foreman	REVISE	1938 Sheet Metal Sub-Foreman	105	14/Skilled Trades	023/Crafts and Trades Services	1	CA	05/1/2022
1804 Sheet Metal Foreman	REVISE	1804 Sheet Metal Foreman	105	14/Skilled Trades	023/Crafts and Trades Services	1	CA	05/1/2022

Classes are currently used by: UIS, UIUC, NIU, SIUC

*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 Sheet Metal Worker Series classification(s) shall be voided at the close of business on Friday, April 29th, 2022. All testing materials related to this title shall be destroyed.

Reemployment Registers

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or for a classification that is reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Class Specification and Examination Components/Instruments

The new class specification and examining instruments for the Sheet Metal Worker Series classification(s) will be effective (available per E-Test) on May 1st, 2022. 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 adjust 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 shall be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3156 or at danieller@sucss.illinois.gov.