

# 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 Examination Personnel

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

SUBJECT: Preliminary Status Notice - Classification Revisions

DATE: September 1, 2022

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date for the following classifications:

<u>Class Title</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam. Comp.</u>	<u>Effective Date</u>
Financial Aid Coordinator 0053	REVISE	201	03/Managerial	078/Student Activity and Program Services	1	CA	10/15/22
Financial Aid Manager 0054	REVISE	201	03/Managerial	078/Student Activity and Program Services	1	CA	10/15/22
Medical Insurance Assistant Manager 4584	REVISE	270	03/Managerial	445/Subsidiary	1	CA	10/15/22
Medical Insurance Manager 2424	REVISE	270	03/Managerial	445/Subsidiary	1	CA	10/15/22
Medical Office Coordinator 4963	REVISE	365	03/Managerial	441/Managerial	1	CA	10/15/22
Ticket Sales Supervisor 0069	REVISE	164	03/Managerial	352/Collection and Payment	1	CA	10/15/22
Admitting Officer III 2765	REVISE	270	04/Clerical	440/Admissions	1	CA	10/15/22
Admitting Officer IV 4535	REVISE	270	04/Clerical	440/Admissions	1	CA	10/15/22
Medical Office Specialist 4962	REVISE	365	04/Clerical	445/Subsidiary	1	CA	10/15/22
Costumer 0965	REVISE	247	09/Domestic Services	075/Stores Services	1	CA	10/15/22
Laundry Worker 4249	REVISE	None	09/Domestic Services	053/Laundry Services	1	CA	10/15/22

Theatrical Stitcher 3314	REVISE	None	09/Domestic Services	075/Stores Services	1	CA	10/15/22
Assistant Pastry Chef 4836	REVISE	354	010/Food Services	380/Food Management	1	CA	10/15/22
Culinary Worker I 3866	REVISE	322	010/Food Services	381/Food Preparation	1	CA	10/15/22
Culinary Worker II 3867	REVISE	322	010/Food Services	381/Food Preparation	1	CA	10/15/22
Culinary Worker III 3868	REVISE	322	010/Food Services	381/Food Preparation	1	CA	10/15/22
Culinary Worker IV 3869	REVISE	322	010/Food Services	381/Food Preparation	1	CA	10/15/22
Culinary Worker V 3870	REVISE	322	010/Food Services	381/Food Preparation	1	CA	10/15/22
Dining Room Supervisor 3481	REVISE	None	010/Food Services	382/Food Serving	1	CA	10/15/22
Dishroom Supervisor 3484	REVISE	235	010/Food Services	383/Clean-Up	1	CA	10/15/22
Floral Designer 4762	REVISE	332	010/Food Services	007/Agricultural Services	1	CA	10/15/22
Food Court/Snack Bar Attendant 0516	REVISE	18	010/Food Services	381/Food Preparation	1	CA	10/15/22
Food Court/Snack Bar Supervisor 3506	REVISE	18	010/Food Services	381/Food Preparation	1	CA	10/15/22
Food Service Area Supervisor 3500	REVISE	192	010/Food Services	380/Food Management	1	CA	10/15/22
Food Service Chef 0730	REVISE	None	010/Food Services	380/Food Management	1	CA	10/15/22
Food Service Sanitation Laborer 0024	REVISE	180	010/Food Services	038/Food Services	1	CA	10/15/22
Food Service Stores Laborer 0025	REVISE	235	010/Food Services	038/Food Services	1	CA	10/15/22
Pastry Chef 0731	REVISE	354	010/Food Services	380/Food Management	1	CA	10/15/22
Senior Floral Designer 1012	REVISE	332	010/Food Services	007/Agricultural Services	1	CA	10/15/22
Waiter/ Waitress 4191	REVISE	None	010/Food Services	382/Food Serving	1	CA	10/15/22

Assistant Chief Building Operating Engineer 1329	REVISE	71	011/Power, Heat, and Light Services	170/Construction Maintenance, and Repair	1	CA	10/15/22
Assistant Steam Distribution Operator 2972	REVISE	107	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Building Operating Engineer 1328	REVISE	71	011/Power, Heat, and Light Services	170/Construction Maintenance, and Repair	1	CA	10/15/22
Chief Building Operating Engineer 1330	REVISE	71	011/Power, Heat, and Light Services	170/Construction Maintenance, and Repair	1	CA	10/15/22
Sewage Treatment Plant Operator 2969	REVISE	None	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam and Power Plant I 4990	REVISE	173	011/Power, Heat, and Light 107Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam and Power Plant II 4991	REVISE	173	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam and Power Plant III 4992	REVISE	173	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam and Power Plant IV 4993	REVISE	173	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam Distribution Foreman 1820	REVISE	107	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam Distribution Operator 2971	REVISE	107	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Steam Distribution Sub-Foreman 1954	REVISE	107	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Water Station Foreman 1836	REVISE	110	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Water Station Operator 3003	REVISE	110	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22
Water Station Sub-Foreman 1969	REVISE	110	011/Power, Heat, and Light Services	041/Heat, Light, and Power Services	1	CA	10/15/22

Assistant Coordinator of Parking and Traffic 4507	REVISE	257	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Coordinator of Parking and Traffic 0949	REVISE	257	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Crash-Rescue and Security Coordinator 4591	REVISE	278	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Crash-Rescue and Security Specialist 3288	REVISE	278	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Parking Services Agent I 0559	REVISE	53	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Parking Services Agent II 4689	REVISE	53	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Residence Hall Attendant 0560	REVISE	207	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Valet Parking Attendant 4100	REVISE	None	013/Protective Services	069/Safety & Security Services	1	CA	10/15/22
Animal Care Technician 0679	REVISE	None	14/Skilled Trades	445/Subsidiary	1	CA	10/15/22
Arena Technician 3865	REVISE	None	14/Skilled Trades	023/Crafts & Trades Services	1	CA	10/15/22
Assistant Laboratory Mechanic 2597	REVISE	124	14/Skilled Trades	501/Mechanical	1	CA	10/15/22
Assistant Superintendent of Print Shop 3422	REVISE	190	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22
Assistant Tree Surgeon 4158	REVISE	163	14/Skilled Trades	171/Grounds	1	CA	10/15/22
Automotive Body Repair Technician 3182	REVISE	19	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Automotive Foreman 1576	REVISE	66	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Automotive Sub-Foreman 1844	REVISE	66	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22

Automotive Technician 2568	REVISE	19	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Brickmason 0623	REVISE	26	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Brickmason Foreman 1596	REVISE	26	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Carpenter 0683	REVISE	31	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Carpenter Sub-Foreman 1852	REVISE	31	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Cement Finisher 0714	REVISE	34	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Central Systems Control Operator 2825	REVISE	None	14/Skilled Trades	041/Heat, Light, and Power Services	1	CA	10/15/22
Cryogenic Technician I 3899	REVISE	179	14/Skilled Trades	503/Physical Sciences	1	CA	10/15/22
Cryogenic Technician II 3900	REVISE	179	14/Skilled Trades	503/Physical Sciences	1	CA	10/15/22
Driver 1236	REVISE	66	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Electrician 1262	REVISE	67	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Electrician Foreman 1264	REVISE	67	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Electrician Sub-Foreman 1263	REVISE	67	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Elevator Mechanic 2584	REVISE	89	14/Skilled Trades	170 Construction, Maintenance, and Repair	1	CA	10/15/22
Elevator Mechanic Foreman 1644	REVISE	89	14/Skilled Trades	170 Construction, Maintenance, and Repair	1	CA	10/15/22
Furniture Restoration Supervisor 1676	REVISE	94	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Furniture Restorer 3190	REVISE	94	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Garage Sub-Foreman 1876	REVISE	19	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22

Glass Blower 5050	REVISE	None	14/Skilled Trades	504/Subsidiary	1	CA	10/15/22
Grounds Equipment Mechanic 2593	REVISE	None	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Ironworker 2196	REVISE	97	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Laboratory Mechanic 2596	REVISE	124	14/Skilled Trades	501/Mechanical	1	CA	10/15/22
Locksmith 2278	REVISE	194	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Locksmith Foreman 1733	REVISE	194	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Locksmith Sub- Foreman 2279	REVISE	194	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Machinist 2288	REVISE	101	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Machinist Foreman 1740	REVISE	101	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Machinist Sub- Foreman 1914	REVISE	101	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Machinist Welder 4218	REVISE	39	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Mailing Equipment Operator/Expediter I 3015	REVISE	183	14/Skilled Trades	214/Messenger and Mail Services	1	CA	10/15/22
Mailing Equipment Operator/Expediter II 2898	REVISE	183	14/Skilled Trades	214/Messenger and Mail Services	1	CA	10/15/22
Mailing Equipment Operator/Expediter III 1748	REVISE	183	14/Skilled Trades	214/Messenger and Mail Services	1	CA	10/15/22
Maintenance Equipment Operator 2900	REVISE	219	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Mill Worker 2678	REVISE	102	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Mill Worker Foreman 1756	REVISE	102	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22

Model Maker 2314	REVISE	None	14/Skilled Trades	501/Mechanical	1	CA	10/15/22
Motor Vehicle Operator and Mechanic 3011	REVISE	None	14/Skilled Trades	013/Automotive Services	1	CA	10/15/22
Natural Science Laboratory Assistant II 0267	REVISE	20	14/Skilled Trades	502/Natural Sciences	1	CA	10/15/22
Natural Science Laboratory Assistant III 0268	REVISE	20	14/Skilled Trades	502/Natural Sciences	1	CA	10/15/22
Offset Press Technician 4045	REVISE	None	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22
Offset Printing Supervisor I 3562	REVISE	338	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22
Offset Printing Supervisor II 3563	REVISE	338	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22
Painter 3027	REVISE	35	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Painter Sub- Foreman 1922	REVISE	35	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Pipefitter (Refrigeration Mechanic) 3309	REVISE	108	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Plumber 3060	REVISE	104	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Plumber Sub- Foreman 1930	REVISE	104	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Pneumatic Instrument and Controls Mechanic 2610	REVISE	None	14/Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Printing Production Assistant 0299	REVISE	3	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22
Printing Production Coordinator 0925	REVISE	3	14/Skilled Trades	661/Printing and Press	1	CA	10/15/22

Roofer 3222	REVISE	214	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Roofer Foreman 1796	REVISE	214	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Roofer Sub-Foreman 1936	REVISE	214	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Senior Machnist Welder 4220	REVISE	39	014/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Temperature Control Foreman 1829	REVISE	294	14/Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Temperature Control Mechanic 2640	REVISE	294	14/Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Temperature Control Sub- Foreman 1966	REVISE	294	14/Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Tool and Instrument Mechanic 2648	REVISE	101	14/Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Tree Surgeon 4156	REVISE	163	14/Skilled Trades	171/Grounds	1	CA	10/15/22
Animal Caretaker 0678	REVISE		15/Semi-Skilled Trades	445/Subsidiary	1	CA	10/15/22
Assistant Grounds Gardner 1982	REVISE	112	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Athletic Turf Specialist 3751	REVISE	None	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Bindery Worker Foreman 1584	REVISE	10	15/Semi-Skilled Trades	661/Printing and Press	1	CA	10/15/22
Bindery Worker I 0180	REVISE	10	15/Semi-Skilled Trades	661/Printing and Press	1	CA	10/15/22
Bindery Worker II 4241	REVISE	10	15/Semi-Skilled Trades	661/Printing and Press	1	CA	10/15/22
Bowling and Billard Center Attendant 0504	REVISE	17	15/Semi-Skilled Trades	078/Student Activity and Program Services	1	CA	10/15/22
Bowling and Billard Center Manager 2350	REVISE	17	15/Semi-Skilled Trades	078/Student Activity and Program Services	1	CA	10/15/22



Building Mechanic 2576	REVISE	47	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Building Mechanic Foreman 1598	REVISE	47	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Coin Machine Attendant 0506	REVISE	None	15/Semi-Skilled Trades	026/Custodial Services	1	CA	10/15/22
Driller Laborer 2290	REVISE	366	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Driver Helper 2066	REVISE	66	15/Semi-Skilled Trades	013/Automotive Services	1	CA	10/15/22
Equipment Attendant 0510	REVISE	None	15/Semi-Skilled Trades	075/Stores Services	1	CA	10/15/22
Equipment Service Supervisor 3493	REVISE	249	15/Semi-Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Equipment Service Worker 3280	REVISE	None	15/Semi-Skilled Trades	023/Crafts and Trades Services	1	CA	10/15/22
Grounds Foreman 1690	REVISE	96	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Grounds Gardner 1981	REVISE	112	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Grounds Sub- Foreman 1884	REVISE	96	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Grounds Worker 2015	REVISE	96	15/Semi-Skilled Trades	171/Grounds	1	CA	10/15/22
Gymnasium and Facilities Supervisor 3512	REVISE	6	15/Semi-Skilled Trades	026/Custodial Services	1	CA	10/15/22
Laborer-Electrician 2240	REVISE	111	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Laborer-Electrician Foreman 1725	REVISE	111	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Locker Room Attendant 0549	REVISE	6	15/Semi-Skilled Trades	026/Custodial Services	1	CA	10/15/22
Maintenance Laborer 2227	REVISE	313	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22

Maintenance Repair Foreperson 1839	REVISE	28	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Maintenance Repair/Worker 4280	REVISE	28	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Maintenance Worker 4257	REVISE	None	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Natural Science Laboratory Assistant I 0266	REVISE	20	15/Semi-Skilled Trades	502/Natural Sciences	1	CA	10/15/22
Parking Meter Mechanic I 3281	REVISE	252	15/Semi-Skilled Trades	069/Safety and Security Services	1	CA	10/15/22
Parking Meter Mechanic II 2604	REVISE	252	15/Semi-Skilled Trades	069/Safety and Security Services	1	CA	10/15/22
Pest Controller 0903	REVISE	None	15/Semi-Skilled Trades	170/Construction Maintenance and Repair	1	CA	10/15/22
Sports Equipment Supervisor 3438	REVISE	None	15/Semi-Skilled Trades	026/Custodial Services	1	CA	10/15/22
Veterinary Assistant 4079	REVISE	None	15/Semi-Skilled Trades	445/Subsidiary	1	CA	10/15/22
Child Care Assistant 0195	REVISE	None	16/Unskilled Trades	048/Instructional Services	1	CA	10/15/22
Laboratory Helper 2095	REVISE	None	16/Unskilled Trades	445/Subsidiary	1	CA	10/15/22
Work Program Participant 3029	REVISE	None	16/Unskilled Trades	071/Social Services	1	CA	10/15/22

\*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 above classifications shall be voided at the close of business on **Friday, October 14, 2022.**

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 a classification reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Classification and Examination Components/Instruments

The class specification and examination instruments for the above classifications will be effective (available per E-Test) on October 15, 2022. For details on class specifications and other information, i.e., occupational line, 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

Employers shall 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](mailto:danieller@sucss.illinois.gov).