

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Julie Annette Jones
Merit Board Chair
Gail Schiesser
Executive Director*

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Michelle Barclay, Human Resource Representative
Classification, Examination, and Compensation Division

DATE: April 3, 2024

RE: Proposal Notice for Building Heat/Frost Insulator Foreperson

The State Universities Civil Service System (University System) proposes adding a **Building Heat/Frost Insulator Foreperson** as an additional level to the Building Heat/Frost Insulator Classification. This proposed classification will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

The **Building Heat/Frost Insulator Foreperson** is a new proposed classification specification. The current classification specification included in this revision is **Building Heat/Frost Insulator**.

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by University System staff. Examination format and effective dates will also be reviewed during these meetings. To allow ample time for all parties to provide initial comments and feedback regarding this proposal, the dates and times for these meetings have yet to be determined. This office will notify you through a Meeting Notice once they have been scheduled.

Thank you in advance for your cooperation and feedback. If you have any questions or need additional information, please contact Michelle Barclay at (217) 278- 3155 or michelleb@sucss.illinois.gov.