

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

Nancy Froelich  
Merit Board Vice Chair  
Lewis T. (Tom) Morelock  
Executive Director

To: Designated Employer Representatives  
Human Resource Directors  
Classification Personnel

From: Jeffery Brownfield  
Assistant Director  
Classifications, Compensation, and Examinations

Date: March 29, 2004

Re: Job Description Request  
(CCE-04-176)

We are revising classification for airport employees involved in post-flight maintenance, repairs, and preparation of aircraft as well as preflight inspections, services, and positioning of aircraft. Our goal continues to be the reduction of the number of classifications while ensuring distinguishable differences between classification levels within each series.

Our review will consider the possibility of reducing the number of classifications in the Flight Attendant and Aircraft Mechanic series and if feasible, their consolidation into a single new series. The individual classifications under review include:

- Fight Line Attendant I
- Fight Line Attendant II
- Chief Fight Line Attendant
  
- Aircraft Maintenance Mechanic Helper
- Senior Aircraft Maintenance Mechanic
- Master Aircraft and Aircraft Engine Mechanic
- Aircraft Shop Sub-Foreman
- Aircraft Shop Foreman

Based on a review of descriptions and our current research, we will develop draft class specifications and examinations. As always, we will conduct a meeting to review draft specifications and examinations, pretest the examinations, provide an opportunity for additional feedback based on the pretest processes/results and if necessary, conduct a final meeting to finalize the new specifications and examinations.

As needed, we may also request submission of knowledge questions for the new examination instruments. To ensure the opportunity for input, we will arrange a class specification and examination review meeting on a date to be announced in the future.

Please provide the job descriptions for all employees in the eight classifications to Roger Frick in Audit and Advisory Services by Monday, April 5, 2004. A draft proposal will be available from our web site <http://www.state.il.us/sucss/> in the future. Contact Roger at (217) 278-3150 or e-mail [rogerf@sucss.state.il.us](mailto:rogerf@sucss.state.il.us)