

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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To: Designated Employer Representatives/Human Resource Directors
Classification Personnel

From: Pulchratia L. Kinney-Smith
Classification, Compensation, and Examination Division

Date: April 12, 2004

Re: Automotive Garage Series Job Description Request
(CCE-04-185)

Based on requests from our member universities, the Classification, Compensation, and Examination Division is reviewing the Automotive Garage series, the Farm Mechanic, and the Ground Equipment Mechanic. Our goal continues to be to reduce the number of total classifications/examinations and to ensure that there are distinguishable differences between levels within a classification series.

As part of our validation study, we are requesting copies of 3-4 job descriptions that best represent how your university/agency uses the following classifications:

Garage Attendant	Garage Sub-Foreman
Automotive Mechanic Helper	Garage Foreman
Automotive Mechanic	Farm Mechanic
Automotive Body Repairman	Grounds Equipment Mechanic

Per our March 25, 2004 meeting, the Farm Mechanic and Grounds Equipment Mechanic will not be combined with the Automotive Mechanic classification. However, a review of job descriptions is necessary prior to revision of these classifications. We may request additional information along with the submission of knowledge questions for the new examination instruments at a later date. Based on a review of the job descriptions and our on-going research, we will continue to provide opportunities for feedback prior to the completion of the new specifications and examinations. Please send the job descriptions by April 30, 2004 to Lucretia Williams (lucretiaw@succs.state.il.us).

Thank you for your assistance with this process. Contact me at (217) 278-3150 or pulchratiak@succs.state.il.us if you need additional information.