

Extra Help Appointment Categories

1. Extra Help Clerical - 9991

Includes all persons whose assignments are associated with clerical tasks or are specifically of a secretarial nature.

Example:

Ambulatory Care Aide/Assistant
Clerk, Clerical Assistant
Account Technician

2. Extra Help Technical - 9992

Includes positions that require specialized knowledge of skills, which are offered at a 2-year technical institute, or through equivalent on-the-job training. Also positions that involve no-professional technical work in a clinical laboratory or a research setting

Example:

Medical Assistants
Radiographer/Sonographer
Medical/Dental Technologists
Medical/Research Technologists
Respiratory Care Therapist
Cardiac Sonographer

3. Extra Help Labor - 9994

Includes all persons who are responsible for performing routine heavy labor duties and repetitive tasks, involving the lifting and carrying of heavy objects.

Example:

Equipment Service Worker
Food Service Laborer
Hospital Service Worker
Food Service Worker I, II, III and IV
Transporter

4. Extra Help Professional - 9997

Includes persons whose assignments would require college graduation or experience as such kind and amount as to provide a comparable background.

Examples:

Accountants
Administrative Aide
Administrative Assistant
Business Managers
Department Information Supervisors
Program Administrative Assistant
Personnel Officers

5. Extra Help Semi-Professional - 9981

Includes all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as is offered in a junior college or through equivalent on-the-job training.

Examples: Dietary Aide
 Social Work Aide
 Library Technical Assistant
 Personnel Assistant
 Photographers
 Collections Specialists
 Medical Insurance Specialists

6. Extra Help Skilled Service - 9983

Includes all persons whose assignments typically require special manual skills and a thorough comprehensive knowledge of the processes involved in work acquired through on-the-job training.

Examples: Electrician
 Mechanics
 Skilled Machinists
 Carpenters
 Agent I, Parking Service

7. Extra Help Service General - 9984

Includes persons whose assignments require limited degrees of previously acquired skills and knowledge, and in which workers perform duties which result in comfort, convenience and hygiene or personnel, or which contribute to the upkeep and care of building, facilities or grounds or the institutional property.

Examples: Building Service Workers
 Drivers and Driver Helpers
 Groundkeepers
 Security Personnel
 Bookstore Clerks
 Housekeeper
 Physical Therapy Aide

8. Extra Help Student - 9999

Includes all high school students, all students attending out of state schools, students who attend college and universities that are no state funded (i.e DePaul, Malcolm X, Roosevelt, and Harold Washing, etc.) and those students who are below hours at state funded institutions.

Salary is determined according to the guidelines established and outlined in the Student Employment Handbook.

Examples: Students who attend the University of Illinois, or any State University school, who are not enrolled for the required number of credit hours (6 or more), or who were enrolled for the pervious semester/term must be employed as Extra Help Students at the Student salary rate, which is determined by Student Employment.

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