



UIC



UNIVERSITY OF ILLINOIS

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**State Universities Civil Service System Audit and
Classifications Update**

**University Human Resources
Employee Relations and Human Resources**

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Why are we here?

- Overview of State Universities Civil Service System
- Update on UIC CS audit
- Address rumors and questions about conversions from AP to CS
- Discuss impact of UIC audit on UA positions/employees

SUCSS Overview

- Classification Plan Management
 - Specifications/Examinations
 - Compensation

- Compliance
 - Bi-annual Audit Process
 - Exemption Overview

SUCSS Jurisdiction

The State Universities Civil Service System, as delegated and authorized through the State Universities Civil Service Act (Act) (110 ILCS 70/36b et. seq.), has jurisdiction over all designated places of employment at institutions (Employers) identified in the Act (110 ILCS 70/36b(2)) as follows:

Illinois Community College Board	Southern Illinois University
Illinois Student Assistance Commission	Chicago State University
Illinois Board of Higher Education	Eastern Illinois University
Governors State University	Illinois State University
Northeastern Illinois University	Northern Illinois University
State Universities Civil Service System	University of Illinois
State Universities Retirement System	Western Illinois University

Operational Concepts

- Decentralized oversight with Designated Employer Representatives (DER) empowered to conduct day-to-day HR operations.
- Business operations require statewide collaboration and direct involvement of system constituency primarily through the following advisory committees:
 - Employee Advisory Committee
 - Administrative Advisory Committee
 - Human Resource Director Advisory Committee
- Employment priority is the selection of most highly qualified candidate. Focus on equal access and opportunity for all applicants.
- Minimal compensation oversight enabling employment institution to direct their own compensation plans.

Classifications/Examinations

- Each Civil Service Classification has a corresponding Examination
- Classification/Examination Development
 - Approximately 1,150 Class Specifications/Examinations
 - Comprehensive Procedures regarding spec/exam development
 - Business processes require collaboration with employers
- New Classifications
 - Review current specifications to assure that the proposed classification is unique.
- Revised Classifications
 - Work towards eliminating redundancy within the classification structure.
 - Work towards reducing the redundancy within a classification series.

Pilot (Custom) Program

- The Pilot Program was created in October 2002 and the purpose is to provide more flexible employment protocols for technical and professional classifications based on the ever-changing set of knowledge, skills, and abilities required in these positions, including the capability to immediately refer large applicant pools for interview. The program included the following classifications:
 - Human Resource Associate
 - Business/Administrative Associate
 - Accounting Associate

- Employment concepts built into this program were particularly applicable to IT classifications and operational units. The Program was expanded to include the following IT classifications:
 - IT Manager/Administrative Coordinator
 - IT Technical Associate
 - IT Support Associate

Pilot (Custom) Program

- Specifications/Philosophy
- Campus/UA Use
- Timeframe
- Positions grouped into broad, general classification categories – one of three classifications.
- Testing is a Rating of the Application/Résumé, through a Credentials Assessment Instrument.
 - No ‘visit’ required for written test
 - Rating can be completed immediately upon receipt of résumé
- Test Score is determined by evaluation of education, experience, special skills.
- Limited variability of scores. (4-scores)
- Top three scores on the Employment Register are referred for interview.
 - Larger, diverse applicant pool possible
 - Facilitates campus diversity objectives
- Opportunity to void Employment Registers following the selection process.

“Academic Professional” Exemption

The State Universities Civil Service Act (Act) (110 ILCS 70/36e) states that all employees shall be covered by the State Universities Civil Service System (University System), except the following persons:

- (1) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;
- (2) The presidents and vice presidents of each educational institution;
- (3) Other principal administrative employees of each institution and agency as determined by the Merit Board;**
- (4) The teaching, research, and extension faculties of each institution and agency;
- (5) Students employed under rules prescribed by the Merit Board, without examination or certification.

Principal Administrative Appointments (PAA) – “Academic Professional”

- Principal Administrative Appointments (PAA) are considered exempt from civil service guidelines in accordance with section 36e(3) of the Act.
- PAA is defined as an employee who is charged with *high level administrative responsibilities, whose decisions are based on administrative policies and who exercises discretion and independent judgment*. A PAA performs these duties with only general administrative supervision or direction, e.g. Director, Associate or Assistant Director.
- PAA can be defined as an employee who is in a position *requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgment, e.g., physician, attorney*.

Exemption Procedure

- Exemption status is determined primarily by a thorough and comprehensive review of the position/job description (delegated to ER/HR for UA).
- It is extremely important that an updated/accurate job description is maintained for all employees in your unit.
 - During annual performance review period
 - When there are significant changes to the duties and responsibilities
- If a position/job description matches the specifications for any civil service classification, the position must be designated as civil service.

UIC Audit

- 2008 Bi-annual Audit
 - Significant Material Findings
- 2009 – Supplemental Audit
 - Same Material Findings

UIC Audit Response

UIC HR Plan to Address Findings

- Job Analysis of all AP positions at UIC
- Revised position exemption (PAPE) procedures
 - No new PAPERs approved if appropriate CS classification exists
- Coordinated search and EEO process
 - All positions must be approved through UIC HR before search is approved
- No new Academic Hourly positions

UIC Job Analysis

- Job Analysis Tool
- Interview all campus Academic Professionals at UIC
- Job description developed from analysis summary
- Determination made about exemption from CS (AP position) or the most appropriate CS classification

Conversion from AP to CS

- Periodic job description review and update procedures may indicate that a position originally identified as civil service exempt may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate Civil Service classification.
- When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a 36(e) exemption, the employer may or may be required to change the position from an exempt position to an appropriate Civil Service appointment in a recognized Classification.

UIC Job Analysis

- Offices of the Chancellor, Provost, UIC HR, Honors College, Athletics have completed the data collection phases. Job descriptions are being developed.
- Medical Center
 - Completed 325 data collection interviews
 - Draft job descriptions have been produced (being finalized)
 - 260 conversions to CS classes planned
- Plan to review remaining UIC colleges/units over next 18 – 24 months

UIC 2010 Audit

■ 9 Material Findings

- Business processes regarding exemption
- Inappropriate exemptions to AP
- Inappropriate exemption to Academic Hourly
- Salary range exceptions
- Temporary Upgrade timeframes
- Extra help position limitations
- Position control system
- Position Audits (from last audit)
- Position audits (regularly scheduled)

■ 2 Non Material Findings

- Dismissal notices
- Improper classification

University Administration Review

- 811 Academic Professional Positions
 - UIUC – 603
 - UIC - 187
 - UIS - 21
- Job descriptions already exist
- Exemption (PAPE) process centralized within ER/HR
 - PAPES approved for all positions

University Administration Review

- Job analysis interviews for UA AP employees at UIC
 - Conducted by ER/HR
 - Begin late Fall 2011

- Result of interviews
 - Updated job descriptions
 - Confirmation of exemptions appropriately applied
 - Conversion from AP to CS classifications

What if I'm converted from AP to CS?

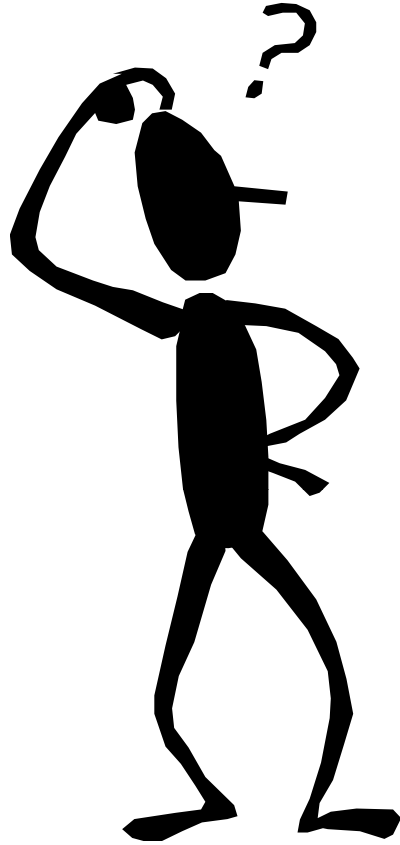
- Voluntary vs. Mandatory
- Monthly vs. Bi-weekly pay
- Leave accruals and usage
- Notice rights vs. Seniority rights
- Employment Conditions
 - Exempt
 - Non-Exempt
 - Negotiated
 - Open Range
- No affect on benefits (including SURS) or service years 20

AP to CS Conversion Summary

Conversion from Academic Professional to Civil Service -Employee Specific Information-

Employee: Jane Doe
 UIN: 677777777
 Conversion Effective Date: October 31, 2010

	As Academic Professional Employee	As a Civil Service Employee
Pay Rate	\$45,675.00	\$45,675.00
Pay Frequency	Monthly	Biweekly
Next Anticipated Pay Date Link to UIC Payroll: http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=earnings&x.mdate=pvschadu ies	11/16/10 receive last AP paycheck which covers 10/16/10 – 10/30/10	11/24/10 which covers 10/31/10 – 11/13/10 Thereafter, regular pay bi-weekly periods.
Vacation Balance (as of October 31, 2010)	236 Hours 29.5 Days	221.25 Hours 29.5 Days
Sick Balance (as of October 31, 2010)	228.68 Hours 28.58 Days	214.38 Hours 28.58 Days
Health Insurance Benefits	Health Insurance Benefits are the same for Civil Service and Academics Professional employees. Contact ER/HR for more info https://nessie.uhr.uillinois.edu/cf/index.cfm	
Retirement (SURS)	Retirement Benefits are the same for Civil Service and Academics Professional employees. Contact SURS for more information: http://www.surs.com/homepage.surs	
Probation	None	
Employment Exams/Testing	N/A	Not required for conversion. It is presumed that you qualify for the Civil Service position.
Seniority Date	N/A	Will be determined and communicated to you.
Union Status	N/A	No



Questions?

Thank You!

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