

**From:** Deans, Directors, Department Heads [mailto:DDDH@LISTSERV.UIC.EDU] **On Behalf Of** DDDH  
Send  
**Sent:** Friday, September 17, 2010 9:14 AM  
**To:** DDDH@LISTSERV.UIC.EDU  
**Subject:** Civil Service Audit Requirement –Action Required

To: DDDH

From: Paula Allen-Meares

Re: Civil Service Audit Requirement –Action Required

Colleagues, I once again write to you to convey the importance of your role in ensuring a positive outcome for the next Civil Service Audit at UIC. The next audit will occur during the first week of October 2010 and will focus on the Academic Professional position exemptions process and practices of the campus. I urge you to consider the seriousness of this matter and give it your full attention. We need to ensure compliance with the audit requirement to have updated job descriptions for all positions.

**Action Required:**

Job descriptions/PAPes need to be reviewed for currency.

Please review the job descriptions for each Academic Professional and Civil Service position (note, the same request was made earlier this year for the Civil Service phase of the audit but we are still not fully compliant) in your units to ensure that they are current, that is, no more than three years old. They will need to reflect accurately the work being performed by the incumbents. It is not necessary to change the job descriptions at this time since new ones will be developed as a result of the job analysis process.

If the position description reflects the work currently being performed, indicate on the document as well as on the spreadsheet that the position description has been reviewed and is current. Note the date of the review. Please return to the spreadsheet to [alemond@uic.edu](mailto:alemond@uic.edu).

If the position description should be changed and you are planning to hire into the position, a new PAPE request should be submitted through DART.

**Going forward:**

We recognize that the current approach to managing position descriptions can be improved. Through the job analysis process we will better define and document positions via job descriptions. These job descriptions will be centrally housed in an online job library that is accessible to all UIC managers and employees. There should not be a need to manually collect job description data at the conclusion of that process. However, in the meantime, we need your full cooperation and support to ensure that all position descriptions have been reviewed and updated as required.

Please direct any questions to Anniese Lemond at 312-355-4330.

Sincerely,

Paula Allen-Meares

Chancellor

John Corbally Presidential Professor