

Job Analysis for Academic Professionals

Post State Universities Civil Service System
Audit Compliance

August 30,2010

Executive Summary

As a result of the most recent audit of UIC by the State Universities Civil Service System (SUCSS), we are making a concerted effort to bring UIC into compliance with the provisions of the legislation that established the Civil Service System for State Universities.

The findings from the 2009 Supplemental Biennial Audit include the following:

- Inadequate position management processes for AP's
- Improper exemption for AP jobs that should be classified as Civil Service
- Improper exemption for Academic Hourly jobs that should be classified as Civil Service

What is UIC's compliance plan?

The Chancellor agreed to comply with the recommendations put forth in the audit report by SUCSS: develop processes to ensure tighter position management protocols for AP's; immediately transition jobs incorrectly classified as Academic Professional to Civil Service as quickly as appropriate in order to move towards full compliance ; and evaluate and document each AP job with appropriate job descriptions (the process for this is described more fully in the next section of the FAQs).

The remainder of this presentation focuses on the long-term goals that UIC has for ensuring the appropriate management of the remaining Academic Professional staff.

The UIC Job Analysis Plan

- Analyze every AP position so as to understand the duties, responsibilities, knowledge, skills and abilities required to perform the job
- Help managers to create, reorganize or restructure work in ways that best meet the needs of the unit
- Document the duties, responsibilities, knowledge, skills and abilities required to perform each job via (position descriptions) in a consistent manner
- Create a job model that establishes the baseline by which to create and implement components of the human capital strategy (e.g. total rewards, performance management and training programs)

Anticipated Results from Job Analysis

- An organized and understandable approach to jobs (i.e. proper employee group assignment, consistent titling, rational compensation, role definition, internal leveling)
- Creation of an online Job Library that contains job final, consistent job descriptions for each AP job
- The job foundation to develop Career pathways and planning tools for employees
- Basis for creating other critical human capital programs (e.g. succession planning, training and development, performance based programs, reward and recognition etc.)