

Frequently Asked Questions (FAQs) about the Civil Service Audit, Job Analysis, Exemptions and Conversions

A. The State Universities Civil Service System's Audit Program

B. UIC's Audit Findings and Compliance Plan

C. Job Analysis at UIC

D. Converting from Academic Professional to Civil Service

E. Hiring Process and PAPERs

A1) What is SUCSS?

[The State Universities Civil Service System \(SUCSS\)](#) was created and established on January 1, 1952 when the State Universities Civil Service Act was passed by the 67th General Assembly and became law. As defined by the Act, the "purpose of the University System is to establish a sound program of personnel administration for the Illinois Higher education community". Enforcement authority for the provisions contained in the statute is delegated to the Merit Board and Executive Director of the SUCSS Office.

A2) Who is the Merit Board?

The Civil Service Merit Board is made up of Trustees from all of the State's Public Universities. The University of Illinois has three Merit Board members since the UI has three Campuses. The UI Board of Trustees makes Committee Assignments and has appointed Trustees Montgomery, Hasara and Holmes to serve on the Merit Board.

A3) What is the SUCSS audit program?

Since the University of Illinois is governed by the State Universities Civil Service System (SUCSS) it is subject to the SUCSS Audit Program. On a biennial basis, an audit of the University's personnel programs and procedures is conducted to ensure compliance with the provisions of the law.

B1) What were the findings and implications from the SUCSS audits?

In the audits conducted in September 2008 and in the spring of 2009, SUCSS determined that some jobs selected for review were inappropriately classified as Academic Professional (AP) positions and therefore had to be immediately converted to an appropriate Civil Service (CS) classification. Additionally, the material findings were:

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

B2) 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).

B3) How is the compliance plan being communicated to the general population?

Communications regarding the SUCSS Audit and Compliance plan began in July 2009 and will continue as necessary. Information has been provided to many constituency groups on campus including, the CVC (Chancellor and Vice Chancellors), Deans Council, Medical Center Leadership and Directors Meetings, APAC, various HR Advisory Councils and APAC town-hall meetings. Special communications sessions have been conducted with various Colleges and Administrative units at their request and will continue as requested.

B4) What steps has UIC taken to address concerns from the audits?

a. Inadequate position management processes for AP's

The position management process associated with the University's ERP (Banner) does not meet the requirements of the audit. As a result, UIC is in process of reviewing alternative position management systems that will satisfy the audit requirements.

b. Improper exemption for AP jobs that should be classified as Civil Service

UIC is now in process of conducting a campus wide job analysis for Academic Professional jobs to better define and document them via job descriptions. The results of the job analysis will help to determine if a current Academic Professional position is appropriately classified or if it will require conversion to a comparable Civil Service job class. Already, a number of Academic Professional positions have been converted to Civil Service.

c. Improper exemption for Academic Hourly jobs that should be classified as Civil Service

Academic hourly appointments are not allowable. The results of the job analysis in this area will most likely result in Academic Hourly jobs being classified as Extra Help Professional or Technical.

C1) What is Job Analysis and Evaluation?

Job analysis is the systematic study of jobs to identify their observable duties and responsibilities, as well as the knowledge, skills and abilities required to perform a particular task or group of tasks. Job Evaluation is the assignment of internal value to a job within an organization.

C2) Why is UIC conducting a job analysis of all AP jobs?

The three primary reasons for conducting the job analysis are as follows: first to comply with SUCSS audit requirements and agreements reached during the audit by more appropriately documenting AP jobs (via job descriptions), second to ensure the appropriate designation of each AP job and finally, to lay the foundation for the development of a rational compensation and professional development models for Academic Professionals at UIC. Job definition and documentation are the cornerstones of these activities.

Conducting the job analysis presents the opportunity to comply with the SUCSS audit requirements as well as build a long term solution for helping manage and recognize the unique contributions of Academic Professionals at UIC.

C3) Why is there a focus on rational compensation and professional development for AP's?

Academic Professional employees at UIC are important to the overall mission of the University. Several surveys (conducted to measure satisfaction and engagement of this employee group) have consistently resulted in requests for focused attention in these two areas. Currently, compensation decisions are made in absence of a formal job structure or compensation program; and structured professional development opportunities are minimal.

The job analysis process will enable the development of a objective, rational, consistent job hierarchy that orders positions within discipline (e.g. Grant administration, Academic Support, Finance, etc) and role (e.g. Manager, Individual Contributor) in rank order. As a result, we will be able to identify the relationships between jobs, determine the appropriate pay levels of jobs (e.g. create salary structures or the like), identify the training opportunities necessary in order to move vertically (within discipline) from one job level to the next, or horizontally to the next job (across disciplines).

C4) Will all Academic Professional jobs be reviewed or is there a specific emphasis on a certain segment?

Eventually all AP jobs will be reviewed and documented with job descriptions

C5) What is the job review process and when will it begin/end?

The job review process involves collecting job data from the job holders in various manners (e.g. position questionnaires, interviews, etc.). The process began in January 2010 and we plan to continue it until it is complete.

C6) What methodology will be used to conduct the job analysis?

Each AP job will be reviewed against a common set of factors. The factors are Autonomy, Expertise, Thinking Skills, Planning and Development, Responsibility for Resources (Physical and Financial), and Responsibility for Staff, Relationships with Others, Communications & Interpersonal Skills, Working Conditions and Physical Environment.

Each incumbent will be interviewed about his/her job duties with his/her manager present (the manager will provide context and ensure fairness and consistency between job holders).

C7) Will the job analysis process guarantee that jobs will remain classified as Academic Professional?

The job analysis process will not guarantee specific outcomes relative to employment category. Rather, the process will provide better, well documented job information so that a determination about the appropriate employment category can be made. The goal is to properly classify positions based on job functions and responsibilities.

C8) The chosen job analysis methodology seems like a long process, are there alternatives to speed up the process?

Job Analysis is an inherently slow process since it involves the detailed study of jobs within an organization. Most organizations are entering the 3rd or 4th generation's job definition/hierarchy. However, this is a first for UIC. Never has there been an organization-wide job analysis and evaluation exercise conducted for jobs at UIC. It is important to make progress but not rush the process since the results will establish the first ever base-line for UIC Academic Professional jobs.

Through the use of automation, however, UIC is able to expedite the process. We are currently considering other ways to further expedite the jobs review process.

C9) What can we do to prepare for the audit of all AP positions?

The HR Compensation staff will guide you through the job analysis process and create the subsequent job descriptions.

D1) What is meant by "conversion"?

Conversion is the process of transitioning positions and incumbents from an Academic Professional classification to a Civil Service classification. As a result of the job analysis process, if it is determined that a job substantially mirrors that of a Civil Service classification, the position and incumbent will be converted from AP to Civil Service.

D2) Where can I find the Civil Service classifications?

There are more than 1000 classifications embedded with the Civil Service Class Plan and you may search for job classifications on the SUCSS website by clicking on the following link: <http://www.sucss.state.il.us/classspecs/admin.asp> . For more information about the Civil Service classification plan please refer to the [Procedures Manual](#) on the SUCSS website.

D3) How many AP jobs must be converted to Civil Service classifications?

There is no specific number or planned amount of conversions. Jobs currently classified as Academic Professional that substantially mirror jobs in the Civil Service Class Plan must be converted.

D4) What are the exemption criteria and process at UIC?

When a Unit makes a request to create a new Academic Professional position, the UICHR Compensation office reviews the request and considers whether or not it meets the SUCSS exemptions criteria. If it does not meet SUCSS exemption criteria, an analysis is then conducted to determine whether the requested position already exists within the Civil Service Class plan. If the job already exists, then the request to create an AP position is denied. If the job does **not** already exist within the Civil Service class plan, and the position meets the criteria for exemption, the request is approved. The SUCSS exemption criteria are as follows:

The Civil Service established a set of criteria for exemption for certain jobs from the rules governing Civil Service:

Criterion A:

(1) Whose primary duty is administrative management of a Campus or Agency division or like unit, and who reports to the Chief Executive Officer of the Campus or Agency; or

(2) Who performs an independent administrative function and reports to the Chief Executive Officer, President, Vice President, Chancellor, Vice Chancellor or Provost of the Campus or Agency OR

Criterion B:

(1) Whose primary responsibility is the administration of an academic unit engaged in academic instruction or research (e.g., Dean, Associate and Assistant Dean, Department Head, Associate and Assistant Department Head). OR

Criterion C:

(1) Who is charged with high level administrative responsibilities and whose decisions are based on administrative policies; and

(2) Who performs these duties with only general administrative supervision or direction and who exercises discretion and independent judgment (e.g., Director, Associate or Assistant Director). OR

Criterion D:

(1) Who is in a position requiring a 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, engineer, architect, archaeologist, physicist, biochemist).

D5) This feels like an attack on Academic Professionals, why can't current Academic Professional jobs be grandfathered and the new ones get converted to Civil Service?

Academic Professionals represent a critical employee group to the University overall and are necessary for the University to achieve its mission. However, the University must also ensure that it is in compliance with all applicable Federal, State and Municipal laws. Ensuring that the position management process at UIC is compliant, a thorough review of all AP jobs is being conducted. The outcome of this review, including conversion of some jobs to Civil Service, must be approached seriously and applied fairly and equitably across the Campus.

D6) Is there an ability to appeal the decision to convert positions from AP to Civil Service?

Yes. Appeals are reviewed and adjudicated by SUCSS.

D7) How long does an appeal take?

As appeals are reviewed and adjudicated by SUCSS, the timeframe will be determined by them. HR Compensation will facilitate your efforts to document and submit the appeal in a timely manner.

D8) Will job titles change as a result of being converted from AP to Civil Service?

Yes. SUCSS has a job classification system of more than 1000 job titles that cover more than 70 Work Areas within 16 Occupations categories. A job will be assigned one of the Civil Service titles that best reflects the work performed.

D9) Is a position change to Civil Service considered a demotion?

No, it is not a demotion but a change in employee group. In fact, most aspects of employment will not change.

D10) I have a degree; why is my job Civil Service?

This is a common misunderstanding; a Bachelor's or Master's degree does not preclude placement in a Civil Service classification. The University of Illinois policy (not Civil Service) established a degree as a minimum qualification for Academic Professionals; all policies relating to AP jobs are under review.

D11) Will all people in the same title be converted?

Not necessarily. Each position will be evaluated individually. Though the titles may be the same, the job may be differently constructed.

D12) What is the process to convert from Academic Professional to Civil Service: what transactions are needed?

In the event that a position requires conversion from AP to Civil Service, the Manager of the position will receive detailed instructions to effect the change. However, we intend to follow the guidelines established by SUCSS which can be located by clicking this link.

http://www.sucss.state.il.us/pm_manuals_results.asp?ID=21&kw=convert

D13) Do I have to take a Civil Service exam as a result of being converted from AP to CS?

No.

D14) If the employee refuses to convert, what is the outcome for the employee?

The position will be converted and the person will not be reappointed in the same AP job.

D15) Does a change in assignment from AP to CS affect my ID card, key access, or building access?

No.

D16) Will my pay rate be affected as a result of being converted from AP to Civil Service?

Pay rate will not likely decrease as a result of a conversion to Civil Service classification.

D17) Does this change impact the frequency with which I'm paid?

Yes, Civil Service employees are paid on a bi-weekly basis. The University bi-weekly [payroll schedule](#) can be viewed on the OBFS website.

D18) Will benefits (pension, vacation, and sick time, health care) be impacted?

Health insurance and retirement benefits for Civil Service and Academic Professional employees are the same. Paid-Time-Off (e.g. vacation and sick leave) benefits are different and the calculation and accrual methodologies can vary significantly based on the employee's FLSA exemption status and years of service.

D19) When an AP employee is converted to CS, will pay be reviewed for all current CS employees on that job?

No.

D20) Do APs who work off campus need to be classified as "contract civil service employees" if required to become civil service?

Yes.

D21) If a person has multiple job appointments, is it possible one appointment will be determined Academic Professional and one Civil Service?

We anticipate that situation may come up, and will work closely with the unit to ensure an employee has only one classification and employee group type.

D22) Are there benefits to being a Civil Service employee?

The biggest difference in Civil Service employment classification is employees within the Civil Service system acquire seniority. An employee who has more seniority in the same title or promotional line, and whose position is being eliminated, can displace a less senior employee in the same title or promotional line.

D23) If I am converted to a Civil Service position, will I automatically be in a union?

Not necessarily. Some Civil Service employees are represented by a union; some Civil employees are not represented by a union. Those not represented by a union are often referred to as "open range".

E1) While jobs are being reviewed, what do I do in the interim to hire for AP?

If your department/college has not yet gone through the Job Analysis process, you can use an existing PAPE that is less than three years old if you are certain that the position meets the criteria for AP and does not exist in the CS class.

If your department/college has completed the Job analysis process, you may not use any PAPES (even if they are less than three years old). Instead, you must go through the job analysis process. Requests for this analysis can be made to jobanalysis@uic.edu.

E2) Will we eliminate the use of PAPE (Principal Administrative Position Exemption) forms?

Yes, PAPES will be eliminated.

Today, at UIC, PAPES serve two purposes. First, to authorize hiring and second, to provide documentation for exemption from Civil Service (a pseudo job description). As part of UIC's audit compliance commitment, all Academic Professional jobs will be analyzed so that they are appropriately documented and a job description exists for each. As such, there will not be a need to maintain PAPE documents.