

From: Staff Official Announcements [OFFICIALX_STAFF@LISTSERV.UIC.EDU] on behalf of Official Announcement [official_owner@uic.edu]

Sent: Friday, March 12, 2010 5:14 PM
To: OFFICIALX_STAFF@LISTSERV.UIC.EDU
Subject: [OFFICIAL] HR/Job Analysis Process for Academic Professionals

Dear Colleagues,

Because of questions related to the job analysis process for Academic Professionals, we are re-sending this earlier correspondence. Further communications will follow as we progress through this process. If you have any questions, please contact Anniese Lemond, Director of Compensation at alemond@uic.edu.

Thank you.

Sincerely,

John Loya
Vice Chancellor for Human Resources

To: All UIC Employees

*From: Paula Allen-Meares, Chancellor
R. Michael Tanner, Provost and Vice Chancellor for Academic Affairs
John DeNardo, CEO, Healthcare System
John Loya, Vice Chancellor for Human Resources

Date: 11/17/2009

Re: Civil Service Audit and Compliance Plan

This is to notify you of some potential changes in workforce classifications at UIC. The process of review and implementation will require the timely cooperation of many people across campus. We wanted to share with you the background and explain the process.

UIC is one of the many public universities in Illinois that falls under the auspices of the State Universities Civil Service System (SUCSS). SUCSS was established in 1952 by the General Assembly and part of the Civil Service legislation provides that all jobs within the state's public universities are presumed to be Civil Service unless they are specifically exempted.

Jobs that are exempted from Civil Service coverage fall under one of the following categories:

- Members of the Merit Board and Boards of Trustees
- Presidents of the State's Universities
- Chancellors and Vice Chancellors at each Campus

- Principal Administrative Appointments (i.e. jobs properly classified as “academic professionals”)
- Faculty and Research Extender Positions
- Student workers

In addition to its faculty, UIC has many Civil Service employees who work in important jobs that span the entire campus. Likewise, many other employees serve the campus in Academic Professional (AP) positions. Every day, employees in all categories carry out their responsibilities with dedication and distinction.

To ensure compliance with the Civil Service legislation, SUCSS conducts audits of the state public universities’ employment policies, practices and procedures every two years. In recent audits of randomly selected jobs at UIC (including job descriptions review and employee interviews), the SUCSS auditor determined that while many jobs were correctly classified as APs, twenty-four were not appropriately classified as AP and required conversion to Civil Service, and that others were questionable as AP positions.

In light of this finding, the campus is required to convert the twenty-four jobs identified by SUCSS as having been classified as Academic Professional in error to appropriate Civil Service classifications. These immediate conversions have now mostly occurred.

The campus has also committed to evaluating all Academic Professional positions, creating job descriptions for each, and establishing related position management processes. The position evaluation and job description development process will be a major undertaking with an imperative for completion as soon as practicable. As such, we look to all Academic Professionals and their supervisors for their full cooperation, support, and patience.

This is the first of a series of communications that will be issued regarding the audit and compliance plan to keep the entire campus informed. If there are questions about this compliance plan, contact Anniese Lemond, Director of Compensation, at 355.4330 or alemond@uic.edu.