

TO: UIC Employees

FROM: Maureen Parks, Executive Director and Associate Vice President of Human Resources

RE: UIC JOB ANALYSIS PROJECT UPDATE

DATE: November 18, 2011

Many of you have heard about the “UIC Job Analysis Project” that Human Resources is conducting. I want to take a moment to give you an overview of the project if you are not familiar with it and also provide everyone an update about our progress to date.

Employment classifications at the University of Illinois are governed by the State University Civil Service System (SUCSS), an agency of the State, and the University is subject to the SUCSS Audit Program. Normally, on a bi-annual basis, SUCSS conducts audits on the University’s personnel programs and procedures to ensure compliance with the law. One of the main aspects of the audit is to determine if positions are properly classified. The last several audits at UIC (in 2008, 2009* and 2010) cited that in fact many positions were not properly classified or “exempted” from Civil Service. In particular, there were many Academic Professional (AP) positions that should have been designated as Civil Service.

SUCSS procedures are clear and state:

- “If a position description matches the specifications for any civil service classification, the position must be designated as civil service;”
- “Exemption status is determined primarily by a thorough and comprehensive review of the position description. It is therefore extremely important that employers maintain an updated, accurate and complete position description for all positions.”

As a result, Chancellor Allen-Meares set UIC on a course towards compliance with the recommendations put forth in the audit report by SUCSS, including developing processes to ensure tighter position management protocols for APs and evaluating and documenting each AP job with appropriate job descriptions.

In order to comply with the law and to meet the compliance objectives set forth by the Chancellor, UIC Human Resources is undertaking a comprehensive effort to analyze and classify most AP positions at UIC. The goal is to define and document (via job descriptions) the work of current AP positions which enables us to accomplish several critical objectives including determining if positions are appropriately categorized as AP or Civil Service. The process requires us to conduct interviews with AP job holders and their managers to collect information about the job duties performed, and the knowledge, skills and abilities required to fulfill the role.

The bullet points below summarize the progress we have made to date in the job analysis project:

- Approximately 3,200 AP positions will be analyzed upon completion of the project. This reflects the majority of the almost 4,000 APs on campus. Those APs with split appointments of AP/Faculty will not be analyzed, nor will those with titles such as Vice Chancellor, Associate Chancellor, etc.
- To date, over 900 out of 3,200 interviews have been conducted.
- The job analysis process has multiple steps including conducting the job analysis itself, developing job descriptions, determining the appropriate job classification, and communicating the results to employees and their managers. In total, APs in 40 units will go through this process.

This analysis is being conducted in a systematic and thoughtful manner for a host of reasons. The first reason is that jobs will be appropriately categorized as either AP or Civil Service; if an AP job is determined to be misclassified, it will be converted to Civil Service. Just as important, however, is that in the end we will have an organized and understandable approach to jobs including titling, roles/responsibilities and compensation. This will allow us to create the foundation necessary to develop career pathways, training programs, improve selection processes, create performance based programs, and much more. So while the job analysis process began as a compliance issue, we will realize additional benefits from having a definable job structure.

SUCSS has commended our deliberate steps to create a robust job analysis process. Recently they submitted to UIC a “Final Audit Report” which states, “significant efforts have been made to establish UIC as a very progressive, best-practice campus human resource model that can serve as an example across our entire system.” In order to continue in this positive direction, UIC HR routinely meets with SUCSS and provides them with monthly status reports. Furthermore, UIC campus leadership and UIC Human Resources have committed extra budgetary and personnel support to assure that we continue on this path towards full compliance.

Our University values all employee groups and acknowledges the hard work and dedication of all of our employees. Without your efforts, we simply would not function. I do realize, however, that the job analysis process can be intimidating. Therefore, I encourage you to visit the [“UIC Civil Service Audit and Job Analysis”](#) section of the UIC HR website for valuable information on the process and its potential implications and effects. In particular, the [FAQ section](#) of our website provides excellent background information about why we are conducting job analyses and, if your position is determined to be converted to Civil Service, what you can expect. For even more detailed information, you can next consult the link titled [“Campus Communications.”](#) Here you will find links to presentations HR staff members have delivered to APs both before and after the job analysis process as well as copies of memos from senior leaders on campus. These presentations and memos contain additional information about the importance of the process, the plan and methodology for the job interviews, and much more. If after reviewing the material you continue to have questions, I encourage you to do any of the following:

- Contact the HR representative who works for your College or unit for specific information related to job analysis and conversions for your particular College or unit.
- Send an email to jobanalysis@uic.edu. This email will be received by one of HR's staff members who are familiar with the job analysis process. Your question will be routed to the appropriate individual and we will respond back to you.

I would like to thank you for your patience as we continue with this process. In HR we know that all of you are our customers, and I believe we are getting more adept at anticipating your concerns and addressing them. We are here to help you, we are listening and we certainly do welcome your suggestions at any time.