

UIC *Human Resources*

Civil Service Jobs: Selection and Placement at UIC



Welcome

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Welcome

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Session Goal

Confirm role of employment managers and UIC HR to place individuals in Civil Service jobs across colleges, units, and departments

Session Objectives

Provide Information Needed to Hire Civil Service Talent in a Timely Manner

- Role of State Universities Civil Service System
- Roles and Required Action at UIC
 - Employment Decision Maker
 - UIC Human Resources
- Solutions to Address Common Challenges
- Roles in the Employment Process

Role of State Universities Civil Service System

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Role of State Universities Civil Service System

Ensure that the employment process is fair, legal, and ethical across universities in Illinois

Role of State Universities Civil Service System

Provide a personnel management system through:

- Establishment of human resource standards to guide employment process
- Multi-series job classification plan based on occupational categories
- Creating internal promotional lines and career advancement opportunities

Role of State Universities Civil Service System

Provide a comprehensive personnel management system through:

- Establishment of basic Human Resource standards to guide employment process
 - Applicant evaluation based on education, qualifications, and experience
 - Creation of applicant referral registers based on evaluation
 - Referral of top candidates for interview and final selection by employer

Role of State Universities Civil Service System

Classification Plan Information

- Work areas
- Class Specs

Title Information

- Required criteria
- Exam (tests and credentials)
- Class Spec document

<http://www.sucss.illinois.gov/>

Role of State Universities Civil Service System

Classification Modification and New Classifications

- Timeframe involved
The process involved in creating a new classification has many points of development and validation
- Must be confirmed as unique
- Set minimum qualifications
Identify work tasks and duties, required skills, and establish the importance and frequency of tasks and duties
- Draft specifications
- Create examination/credential assessment

Role of State Universities Civil Service System

Types of employment registers

- **Reemployment**
Contains status employees who have been laid off through a reduction in force. Employees are listed by seniority earned in the classification.
- **Promotional**
Contains status employees who are in the designated promotional line as defined. Employees are listed by service in the classification and the same testing instruments as original entry registers; this can include a credential review
- **Original entry**

Role of State Universities Civil Service System

Register Hierarchy for filling vacancies

1. Reemployment

In most instances, an employee on a reemployment register must be appointed to a vacancy in the classification.

2. Promotional

Promotional registers are next in the priority when filling a vacancy. Regardless of actual test score obtained, employee on promotional registers are automatically higher than original entry scores

3. Original entry

When a vacancy cannot be filled through the reemployment or the promotional register, applicants from the original entry register can be considered.

Role of State Universities Civil Service System

Statutory Exemptions

- Core question:
“Why isn’t it a Civil Service position?”
- What should be considered?
 - Duties that require high level skills
 - Level of decision making authority
 - Strategy creation or strategic planning required
 - Salary congruency

Collaborating to Achieve Goals

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Collaborating to Achieve Goals

- When should action be taken
- What action is required
- How to determine the best solution

Collaboration between the UIC employing decision maker and UIC Human Resources is crucial. Beginning a dialog early on that continues throughout the employment process will help ensure that key requirements of each position are identified and the 'right' candidate is placed in an open position in a timely and efficient manner.

Collaborating to Achieve Goals

When should action be taken?

Take action to initiate the hiring process when

- Budget is confirmed
- Staffing is approved
- Organization agrees on the need

Collaborating to Achieve Goals

What action is required?

1. Focus on essential duties to determine skills and knowledge needed for the role
2. Consider recruitment options
3. Interview candidates

Collaborating to Achieve Goals

Determining the skills and knowledge needed for the role

- Focus on essential duties
 - Complete the Job Description Template
 - Confirm there is a strong relationship between essential duties, job description, minimum requirements, and any special qualifications

Collaborating to Achieve Goals

Determining the best solution

- Meeting a temporary need
- Meeting an on-going need
 - Requisition process
 - Reclass/reallocation process

Collaborating to Achieve Goals

Scenario #1

Bob is new to the Civil Service employment process and would like to hire a new position. He is not sure which Civil Service job title is the “best match.”

Collaborating to Achieve Goals

Consider recruitment options

- UIC Human Resources
 - Advises on status and number of candidates on register

- Campus or unit hiring decision maker
 - Decides recruitment options
 - Decides when to freeze register

Collaborating to Achieve Goals

Scenario #2

Amy has approval to hire a Medical Assistant and would like someone on board as soon as possible. There is an existing 'Job Description' that outlines the essential job duties Medical Assistants perform in her clinic.

Collaborating to Achieve Goals

Scenario #3

Amy has approval to hire a statistician and would like someone on board as soon as possible. There is an existing 'Job Description' that outlines the essential job duties statisticians perform.

Collaborating to Achieve Goals

Interviewing candidates

UIC Human Resources role

- Review credentials
- Contact candidates
- Schedule interviews
- Track interviews

Collaborating to Achieve Goals

Interviewing Candidates

Campus or unit hiring decision maker

- Conduct interviews
- Select applicant to fill job vacancy

Solutions to Address Common Challenges

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Common Challenges and Solutions

Challenge	Solution
Identify and obtain the best fit candidate for an open position	Consult with UIC HR; share the skills, knowledge, and abilities required for the open position before confirming job title
Need to continue a visiting AP position without interruption or delay	Request job analysis 3-4 months before expiration
Need to offer a salary outside of parameters	Consult with Staffing to prepare a business case for the salary

Collaborating to Achieve Goals

Scenario #4

Bob needs to fill a vacancy that was previously held by a “Business Manager.” He discovers that while some of the requirements of the position match the “Business Manager” classification/title, he wonders if there may be another classification/title that is a better fit for the role he needs to fill.

Roles in the Employment Process

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Roles in the Employment Process

Employment Decision Maker	UIC Human Resources
Confirm duties, knowledge, and skills required for open position	Collaborate with employing department to confirm job specifications
Confirm job description	Approve job description for use
Review salary grade for position	Confirm salary range is appropriate (Compensation)
Confirm recruitment plan	Advise on appropriate recruitment activities

Roles in the Employment Process

Employment Decision Maker	UIC Human Resources
Decide when to close register	Manage the register
Interview and select candidates	Guide and advise during the interview and selection process
Review Individual salary	Confirm individual salary offer
On-board employee	Provide access to NESSIE 'New Employee Orientation' material

Roles in the Employment Process

Scenario #5

A department submitted a requisition on November 27th (three weeks ago). It is now December 18th. Compensation is asked about the status of the requisition. Compensation investigates and discovers the requisition needs approval by the college-level approver. This approval is needed before Compensation can review /approve the requisition.

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