

UIC HR POLICIES AND PROCEDURES

NUMBER
401-01

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 4
SUBJECT Establishing New and Changing the Classification of Existing Support Staff Positions	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the process for the allocation of support staff positions to classifications established in the Classification Plan by the State Universities Civil Service System, to establish the responsibility and authority of UIC in the classification of support staff positions, and to ensure conformance with the State Universities Civil Service System.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

All permanent support staff positions that are new or that have new or different duties assigned to them

POLICY

All support staff positions will be assigned to classifications based on duties and responsibilities in accordance with the classification plan approved by the Merit Board of the State Universities Civil Service System. Job descriptions, together with classification specifications, are the basis of the classification program that is designed to assure that positions are correctly classified.

Job descriptions will be written in the format approved by the Human Resources Compensation Section. They will contain the following information:

- classification title or proposed classification title;
- function statement;
- organizational relationship (statement or diagram);
- duties and responsibilities;
- other requirements, e.g., security sensitive positions, etc.

The following information will be retained on the department's copy of the job description:

- signature of incumbent;
- signature of supervisor / department head; and
- date prepared and signed.

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Job descriptions are used by departments to establish expectations of employees. All employees will be given a copy of their position descriptions or will be granted the opportunity to review the descriptions for the positions in which they serve.

If there are significant changes in an existing vacant position, the job description must be updated to reflect the changes in the position. A review of the position can then determine if the classification of the position should be retained or changed.

A new position requires the preparation of a job description in order to assign the appropriate classification to the position. The classification determines the register from which job candidates can be selected.

PROCEDURES

RESPONSIBILITY

ACTION

New or Significantly Changed Vacant Positions:

RESPONSIBILITY

ACTION

1. Supervisor

Prepares job description and Employee Position Authorization information, and forwards to the appropriate Departmental/College Designee for approval. A signed and dated copy of the job description must be retained within the department files following the hire of an employee.

2. Departmental/College Designee

Reviews job description and Position Authorization information. Approves the request. Forwards the Position Authorization and Job Description to the Compensation Department electronically via the HireTouch system.

3. UIC HR Compensation

Reviews job description, assigns the most appropriate classification, and forwards the

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Position Authorization and to UIC Human Resources Employment via the HireTouch system for coordination of hiring.

Encumbered positions in which duties have changed significantly:

RESPONSIBILITY

1. Incumbent Employee
2. Supervisor
3. Departmental/College Designee
4. UIC HR - Compensation
5. Incumbent Employee
6. UIC HR - Compensation
7. Departmental/College Designee

ACTION

- Prepares, signs, and dates job description and gives it to the supervisor.
- Reviews job description for accuracy and, if the supervisor concurs, acquires necessary approving signatures and forwards information to the appropriate Departmental/College Designee for approval. A signed and dated copy of the job description must be retained within the department files.
- Reviews job description. Approves request and forwards Job Description to the Human Resources Department electronically via the DART system.
- Analyzes the position and matches it to the appropriate classification. Schedules the incumbent for the civil service examination, if the appropriate classification is different from the current classification.
- Takes the civil service examination.
- If the employee passes the civil services examination, establishes an effective date of appointment.
- Submits the PITR to Human Resources to implement the classification and salary change.

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8. Human Resources Compensation

Reviews and approves salary change. Completes the BANNER transaction and enters the employee's test information.

Encumbered positions for which management is changing the job significantly:

RESPONSIBILITY

1. Supervisor
2. Employee
3. Supervisor
4. Departmental/College Designee
5. Human Resources Compensation

ACTION

- Prepares, signs, and dates job description and gives a copy to the employee with an explanation of the rationale for the changes.
- Reviews and signs the job description.
- Acquires necessary approval signatures and forwards to the appropriate Departmental/College Designee for approval. A signed and dated copy of the job description must be retained within the department files.
- Reviews job description. Forwards Job Description to the Human Resources Department electronically via the DART system.
- Assures that the same action is taken as listed in steps 4 through 8 above.