PURPOSE

To identify the process for the development and revision of classification specifications by the State Universities Civil Service System (SUCSS).

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

All support staff employees

POLICY

Classification specifications are the basis for classification of Civil Service jobs; they are the responsibility of the State Universities Civil Service System (SUCSS). Proposals to revise, amend, or reinstate classification specifications, including promotional line recommendations, may be made by an employer, the System, or an employee.

Current specifications are reviewed to assure that an appropriate classification does not already exist. Once the need for a new classification is determined, a proposal is drafted in accordance with the approved format, using either:

1. "Form and Instructions to Request Actions for Single Class Specifications"
2. "Form and Instructions to Request Actions for Series Specifications"

The completed form must be submitted to the System office with the signature of the Vice Chancellor for Human Resources (VCHR), SUCSS Designated Employer Representative (DER), and/or State Universities Civil Service Advisory Committee Member(s). Proposals that affect employees who are members of bargaining units with whom the University conducts negotiations must be certified by the DER that the proposed action has been discussed with the appropriate union officials at the time of submission to SUCSS.

Requests to establish a 12-month probationary period for a classification must be submitted to the SUCSS on a completed copy of the form "Request to Establish 12-Month Probationary Period." Such requests may be submitted separately from proposals affecting the specification of a classification. See
UIC Policies and Procedures Number 322.

Notification of the addition of a new or reinstated classification and a copy of the specification must be posted for ten calendar days before filling any positions.

PROCEDURES

RESPONSIBILITY

1. Department Representative/UIC Human Resources-Compensation
   - Identifies the need for a classification specification or revision and prepares the specification proposal.

2. Department/Unit Representative
   - Prepares job descriptions for positions affected by the proposed classification specification.
   - Reviews, revises, and approves the classification specifications proposal and returns it to the UIC Human Resources-Compensation.

3. UIC Human Resources-Compensation
   - Sends classification specifications proposal to the Vice Chancellor for Human Resources (VCHR).

4. SUCSS Director
   - Distributes classification specifications on a Class Plan Memorandum to all SUCSS institutions for comment when satisfied with the content of the proposal. Coordinates resolution of comments and differences. Contacts Assistant Vice President for Human Resources to assist in the development of a State Universities Civil Service Examination, if the classification specifications are approved for use.

5. SUCSS
   - Contacts UIC Human Resources to assist in completion of forms for the development of the examination.
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<tr>
<th>SUBJECT</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Classification Specification Development or Revision for Support Staff Positions</td>
<td>04/01/1997</td>
<td>09/03/2013</td>
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<th>ISSUED BY</th>
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<td>Assistant Vice President for Human Resources</td>
<td>Chancellor</td>
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6. UIC Human Resources/Affected Departments
   Completes a "Job Analysis for Test Selection" form and forwards it to the Vice Chancellor for Human Resources.

7. SUCSS Director
   Develops the examination and requests a UIC review of the examination through University Administration.

8. UIC Human Resources/Affected Departments
   Meets with SUCSS to review the proposed examination.

9. SUCSS Director
   Approves and distributes the examination and establishes an effective date for use of the classification specifications.

10. UIC Human Resources Compensation
    Prepares proposal to seek authority to use the classification at UIC or to revise current salary range, where appropriate.