

# UIC HR POLICIES AND PROCEDURES

		NUMBER 401-03
MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 3
SUBJECT Classification Specification Development or Revision for Support Staff Positions		EFFECTIVE 04/01/1997
		REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

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

## SOURCES AND BACKGROUND

Federal Register Aug. 25, 1978 - Uniform Guidelines on Employee Selection Procedures  
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

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NUMBER  
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MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 2 of 3
SUBJECT Classification Specification Development or Revision for Support Staff Positions	EFFECTIVE 04/01/1997	REVISED 09/03/2013
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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
2. Department/Unit Representative
3. UIC Human Resources-Compensation
4. SUCSS Director
5. SUCSS

### ACTION

Identifies the need for a classification specification or revision and prepares the specification proposal.

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.

Sends classification specifications proposal to the Vice Chancellor for Human Resources (VCHR).

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.

Contacts UIC Human Resources to assist in completion of forms for the development of the examination.

# UIC HR POLICIES AND PROCEDURES

NUMBER  
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MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 3 of 3
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| <p>6. UIC Human Resources/Affected Departments</p> <p>7. SUCSS Director</p> <p>8. UIC Human Resources/Affected Departments</p> <p>9. SUCSS Director</p> <p>10. UIC Human Resources Compensation</p> | <p>Completes a "Job Analysis for Test Selection" form and forwards it to the Vice Chancellor for Human Resources.</p> <p>Develops the examination and requests a UIC review of the examination through University Administration.</p> <p>Meets with SUCSS to review the proposed examination.</p> <p>Approves and distributes the examination and establishes an effective date for use of the classification specifications.</p> <p>Prepares proposal to seek authority to use the classification at UIC or to revise current salary range, where appropriate.</p> |
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