State Universities Civil Service System
Campus Compliance Audit
State Universities Civil Service System

- Created in 1952 to be a separate entity of the State of Illinois and is under control of the merit board.
- Purpose is to establish a sound program of personnel administration for specified agencies and institutions.
- States that all certificates, appointments, and promotions to positions at these specifies agencies will be made solely on the basis of merit and fitness. To be ascertained by examination.
- Establishes civil service classifications, tests, and hiring guidelines.
- Civil Service Statute and Rules:
Civil Service - Policies

Civil Service Policies and Labor Contracts

- Apply to all Civil Service employees of the University of Illinois
- Purpose is to provide uniform guidelines for the management of civil Service employees in support of University objectives
- It is University policy to incorporate the provisions contained in Policy and Rules into each labor agreement to which the University is a party.
- Incorporates references to the Civil Service Statutes and Rules as necessary

Resources for Civil Service Employees

- [https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=3375](https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=3375)
# Civil Service Positions

<table>
<thead>
<tr>
<th>10,471 full-time equivalent Civil Service employees (362 in UA)</th>
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<tbody>
<tr>
<td>• Executive Director is authorized to delegate to the employer, and to members of the University System staff, such duties and responsibilities as, in his/her judgment, are appropriate and effective for the efficient administration of the service of the System to its constituent institutions and agencies.</td>
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<td>• Positions typically continuous</td>
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<tr>
<th>Occupy positions that have been categorized into classifications</th>
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<tr>
<td>• Have defined promotional lines</td>
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<td>• Some positions fall under labor contracts</td>
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<th>Criteria and Requirements</th>
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<tr>
<td>• Must be a resident of the State of Illinois to qualify</td>
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<td>• Must have electronic application on file</td>
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<td>• Qualify for and pass a CS examination</td>
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<td>• Some positions require a credentials assessment</td>
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Civil Service Classifications

Most Common UA Civil Service Titles

Office Support Series
- Office Support Associate
- Office Support Specialist
- Office Manager
- Office Administrator

Clerk Series
- Clerk
- Chief Clerk
- Staff Clerk
- Administrative Clerk

Account Tech Series
- Accounting Clerk
- Account Technician I
- Account Technician II
- Account Technician III

Custom Classifications
- Business Administrative Associate
- Accounting Associate
- IT Technical Associate
- HR Associate

University of Illinois
Urbana-Champaign • Chicago • Springfield
State Universities Civil Service System

— All University employees shall be governed by SUCSS except:
  • Members of the Merit Board and the Board of Trustees, and the commissioners of the institutions and agencies
  • Presidents and Vice Presidents of each educational institution
  • **Other principal administrative employees of each institution as determined by the Merit Board**
  • Teaching, research, and extension faculties of each institution
  • Students employed under rules prescribed by the Merit Board, without examination or certification
Campus HR - Civil Service Audits

- SUCSS Statue and Rules – Section 250.140 “Delegation of Authority and Responsibilities”

  - The Executive Director shall conduct ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the Act and this Part and for improving the programs of personnel administration of its constituent employers and shall prepare, distribute, and follow up on audit reports in accordance with Merit Board direction.
Campus HR - Civil Service Audits

– Conducted bi-annually on each campus.
  • UIC: 2012
  • UIUC: 2013
  • UIS: 2014

– Audit timeframe is prior two-year period.
  • UIUC 2013 audit conducted in June 2013 for period February 1, 2011 through January 31, 2013.

– On-site audit between three days and two weeks depending on size of campus.
Campus HR - Civil Service Audits

- Administration of Employment Protocols of Positions Exempt from Civil Service Guidelines
  1. Signed Job Description Dates
  2. Copies of Signed Job Descriptions
  3. On-Site Interviews with Employees

- Other Processes Audited
  • Assignment of Positions to Classes
  • Compensation Programs
  • Examination Program
  • Administration of Employment and Separation Procedures
  • General Review of the Employer’s Human Resource Program
  • Other Follow-up Items from Previous Audit
Campus HR - Civil Service Audits

Audit Results

• Draft Audit Report

Final Audit Report

• Material Findings
• Non-Material Findings
• Recommendations
• Institutional Corrective Action Plan (Campus)
UIUC Audit Results - UA

UA Audit Results

• 23 Academic Professional Positions
• 1 Academic Hourly Position

Campus/UA Response

• Position reviewed by ER/HR when it becomes vacant
• No involuntary conversions
Questions?
Contacts

Jami Painter, SPHR
Assistant Vice President for HR
217-244-8247 | painterj@uillinois.edu

Angela Foster, SPHR
Associate Director for HR
217-333-7671 | anfoster@uillinois.edu