

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099*



*Julie Annette Jones  
Merit Board Chair  
Jeff Brownfield  
Executive Director*

May 20, 2021

**FILE COPY**

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President  
University of Illinois

Dr. Michael Amiridis  
Chancellor  
University of Illinois at Chicago

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University of Illinois

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State Universities Civil Service System

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Mr. Kareem Dale  
Merit Board Member  
State Universities Civil Service System

Mr. Thomas F. Jerkovitz  
Executive Director  
UIC – Division of Specialized Care for Children

Ms. Elise Shelton  
Human Resource Supervisor  
UIC – Division of Specialized Care for Children

The State Universities Civil Service System recently conducted its scheduled FY2021 Governance, Risk, and Compliance Audit of the Office of Human Resources at the Division of Specialized Care for Children. The audit period tested was September 1, 2015 through June 30, 2020. We are pleased to inform you that there are no findings being issued for this reporting period. Those personnel charged with this compliance responsibility are to be commended for their business practices leading to this excellent report.

On behalf of the audit team, we thank you and the human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any topic related to the audit or audit process is desired, please contact Lucinda M. Neitzel at (217) 305-6604 or by email at [cindyn@sucss.illinois.gov](mailto:cindyn@sucss.illinois.gov).

At this time, we would like to also ask for your questions, comments, or suggestions for improvement regarding the audit process by having your Designated Employer Representative complete and return the attached Audit Process Survey, which can also be found at <http://www.sucss.illinois.gov>.

  
Jeff Brownfield  
Executive Director

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Ms. Elise Shelton  
Human Resource Supervisor  
Designated Employer Representative (DER)  
UIC – Division of Specialized Care for Children  
3135 Old Jacksonville Road  
Springfield, IL 62704-6488

Dear Elise:

As you are aware, the State Universities Civil Service System was created as a separate entity of the State of Illinois and is under the control of the University Civil Service Merit Board as set forth in Section 36b(3) of the State Universities Civil Service Act (Act) (110 ILCS 70/36b(3)). The University System Office is charged with establishing “a sound program of personnel administration for its constituent employers (110 ILCS 70/36b(2)).”


As part of this statutory authority, the Merit Board has promulgated rules that delegate to the Executive Director the authority and responsibility for conducting “ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the [Act (110 ILCS 70/36b et seq.)] and [Part 250 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code 250)] and for improving the programs of personnel administration of its constituent employers” (80 Ill. Adm. Code §250.140(c)). The purpose and intent of the Governance, Risk, and Compliance (GRC) Audit program is to ensure that Employers are compliant with these governing regulations.

This communication serves to formally outline these regulatory requirements and to further demonstrate our commitment to transparency with respect to the FY2021 Governance, Risk, and Compliance Audit for the UIC – Division of Specialized Care for Children. Prior to the on-site visit, your office was provided with the Audit Charter, approved by the Merit Board on August 17, 2016, as well as a detailed audit scope statement and associated risk assessment evaluation for each area or program being evaluated.

The Legal and Compliance Services Division is the unit responsible for enforcing and making determinations as to whether an existing personnel program is consistent with governing regulations and procedural standards. However, in conjunction with that requirement, it is our goal to assist Employers in meeting the needs and expectations of administrators and civil service employees alike, identify problems and propose solutions, and provide staff assistance and guidance where needed. We believe that a collaborative approach through open communication provides the necessary avenue to which compliance is best achieved.

The following report communicates the final outcome of the FY2021 Governance, Risk, and Compliance Audit, which included an extensive evaluation of data outcomes, questionnaires, and a remote evaluation conducted August 31 – September 1, 2020.

If there are any questions with respect to this report or its contents, please contact our office.

A handwritten signature in cursive script, appearing to read "Gail M. Schiesser".

Gail Schiesser

for Legal Services Manager and Legal Counsel

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# STATE UNIVERSITIES CIVIL SERVICE SYSTEM



## Governance, Risk and Compliance Audit Report (Final)

April 19, 2021

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## DIVISION OF SPECIALIZED CARE FOR CHILDREN

**Audit Time Frame:**  
August 31, 2015 – June 30, 2020

**Remote-Only Visit:**  
August 31 – September 1, 2020

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Prepared by:

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Lucinda M. Neitzel  
Assistant Director, Legal and Compliance Services

**State Universities Civil Service System**  
**Legal and Compliance Services**  
**Final Audit Report**

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**Overview of Specific Areas Subject to Review**

The following Human Resource topic areas are considered and reviewed when identifying the Audit Objective, Scope, and Risk Assessment Categories identified in this report:

**Assignment of Positions to Classes**

The Auditor completes a review of selected job descriptions for timely updates, proper administration, and correct assignment of position classifications. Additional desk audits of selected positions are conducted onsite for appropriateness of position classification. There is also an evaluation of the Employer's position audit process and corresponding determinations.

**Compensation Programs**

The Auditor completes an analysis of the Employer's use of pay rates and pay ranges, as approved by the Merit Board. An overall evaluation is conducted of the Employer's compensation program and initiatives to meet requirements of pay equity within the Employer's market area.

**Examination Program**

The Auditor conducts a review of pre-employment testing operations. This includes test administration, admission procedures of applicants to examinations, license and certification verifications, scheduling, security, and register management.

**Administration of Employment and Separation Procedures**

The Auditor reviews the Employer's business processes and procedures related to the Civil Service employment cycle, utilization and monitoring of non-status appointments, probationary and status employment transactions, and separation programs.

**Administration and Employment Protocols of Positions Exempt from Civil Service Regulations**

The Auditor completes a review of the employment protocols and assigned responsibilities related to those positions categorically exempt from Civil Service regulations to ensure compliance with the Act and recognized procedures. The Employer's method of exemption, administrative procedures, and related position descriptions are reviewed; and selected incumbent interviews are conducted for validation of approved exemptions.

**General Review of the Employer's Human Resource Program**

The Auditor completes a general review of the Employer's human resource programs with respect to effectiveness, efficiency and levels of communication to constituencies. There is also an assessment of the recognition and interaction of human resource programs within the Employer's faculty, administrative and support staff employee groups.

**Other Follow-up Items from Previous Audit**

Other follow-up items from previous audits, as well as other matters deemed necessary and appropriate, may have been reviewed and submitted as additional audit topics.



## Audit Objective and Scope

**Objective:** As stated in the Governance, Risk, and Compliance Audit Charter for the State Universities Civil Service System, and approved by the Merit Board on August 17, 2016, the primary objective and purpose of the audit program is to evaluate and verify compliance with the Act, Code, and System Procedures. The University System is also charged with building strategic partnerships, evaluating processes and performance, providing direct guidance and support services, and implementing flexibilities that meet the needs of each employer, consistent with the Act.

**Audit Scope:** The Scope of this FY2021 Audit Cycle for the Division of Specialized Care for Children included a comprehensive evaluation of employment designations and/or category of status, non-status, and exempt appointments, register maintenance, civil service desk audits, and personnel file reviews.

## Risk Assessment Categories

**Topics of Specific Focus by Risk Assessment Category:** Prior to performing audit functions, specific risk assessments were assigned and categorized for each topic area reviewed during the compliance audit process. The Auditor considers the following factors when determining the appropriate level of compliance violation and/or course of action:

- Repeat Breaches of the Act, Code, Procedure, or Audit Charter
- Multiple Instances of Non-Compliance
- Employer's Ability and Willingness to Operate in Compliance With the Law
- Employer's Historical Compliance Record
- Employee Concerns

While subject to change, audit findings are typically issued and defined on these designated and predetermined risk assessments as follows:

- Category 1: Serious Impact/Immediate Action Required
- Category 2: Medium Impact/Needs Improvement
- Category 3: Minimal Impact/Observation Only

For the current FY2021 Governance, Risk, and Compliance Audit at the Division of Specialized Care for Children, the following risk assessments and areas of focus were communicated to the Employer prior to conducting the audit examination:

***Category 1:*** Identification of Civil Service Classifications Used, Use of Approved Rates and Ranges, Admission of Applicants to Examination, Examination Security Protocols, Register Referral of Candidates and Register Maintenance, Extra Help Appointments, and Temporary Upgrade Assignments.

**Category II:** *Position Control Management, Removal of Names from Registers, Maintenance of Personnel Files, Temporary PAA Assignments, and Transaction Documents (Intern Requests, Disciplinary Suspensions, Dismissals, and Layoff Notices) on file at the University System Office.*

**Category III:** *Civil Service Desk Audits, Position Description Reviews, Timeliness of Classification Requests (Desk Audits), and Scheduling/Inventory of Examinations.*

The Legal and Compliance Division recognizes and identifies these three categories of findings based on the facts presented by the Employer during the audit process, which are then evaluated against requirements consistent with regulatory guidelines in the Act, Code, and System Procedures. **While not a definitive conclusion, documented findings depend on the severity of the issue and whether it is related to a violation of the Act, Code, or Procedure.**



**Division of Specialized Care for Children**  
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**YEAR ENDED—FY2021**

The compliance testing performed during this examination was conducted in accordance with State Universities Civil Service Act (110 ILCS 70/36b et seq.), Part 250 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code 250), State Universities Civil Service Procedures Manuals, applicable University/agency policies/procedures, and auditing standards.

**SUMMARY**

<b><u>Number of</u></b>	<b><u>This Report</u></b>
Category 1 Findings	0
Category 2 Findings	0
Category 3 Findings	0
Repeated findings from previous audit®	0