

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*Joanne E. Maitland  
Merit Board Chair  
Lewis T. (Tom) Morelock  
Executive Director*

August 10, 2012

Dr. Robert A. Easter  
President Designate  
University of Illinois

Mr. Walter Knorr  
Vice President/Chief Financial Officer  
University of Illinois

Dr. Richard Wheeler  
Interim Vice Chancellor for Academic Affairs  
and Provost  
University of Illinois at Urbana-Champaign

Ms. Maureen Parks  
Executive Director and Assistant Vice  
President for University Human Resources  
Designated Employer Representative  
University of Illinois

Ms. Elyne G. Cole  
Associate Provost for Human Resources  
University of Illinois at Urbana-Champaign

Ms. Julie Zemaitis  
Executive Director of University Audits  
University of Illinois

Mrs. Joanne E. Maitland  
Merit Board Chair  
State Universities Civil Service System

Mr. James D. Montgomery  
Merit Board Vice-Chair  
State Universities Civil Service System

Ms. Karen Hasara  
Merit Board Member  
State Universities Civil Service System

Judge Patricia Brown Holmes  
Merit Board Member  
State Universities Civil Service System

The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at the University of Illinois at Urbana-Champaign. The audit period tested was February 1, 2009 through January 31, 2011. This report is intended to communicate the final material findings, recommendations and corresponding institutional responses formulated through a comprehensive human resource compliance and operational audit.

On behalf of the audit staff, we thank the University of Illinois at Urbana-Champaign and their human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any item is desired, please call Lucinda M. Neitzel (217) 278-3150 ext. 239.

A handwritten signature in dark ink, appearing to read "Lewis T. Morelock".

Lewis T. (Tom) Morelock  
Executive Director

---

---

# University of Illinois at Urbana-Champaign Final Audit Report

---



## State Universities Civil Service System Compliance Audit

August 10, 2012

Audit Period

February 1, 2009 to January 31, 2011

---

Prepared by:

Lucinda M. Neitzel

Audit and Advisory Services Manager

**University of Illinois at Urbana-Champaign**  
**Final Audit Report**

**Table of Contents**

<b>Introduction .....</b>	<b>1</b>
<b>Executive Summary .....</b>	<b>4</b>
<b>Material Findings, Recommendations, Institutional Corrective Action Plans and Additional Auditor Comments .....</b>	<b>5</b>

**Appendices**

- Appendix A: Exemption Authorization Applied to Positions That Match Civil Service Class Specifications
- Appendix B: Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Class Specifications

## University of Illinois at Urbana-Champaign **Final Audit Report**

### **Introduction**

#### **PURPOSE**

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 purpose of the State Universities Civil Service System is to establish a sound program of personnel administration for its constituent employers (110 ILCS 70/36b(2)). To achieve this purpose, the Merit Board has been given a broad range of statutory powers and duties, which include the power to make rules to carry out the purpose of the State Universities Civil Service System and to appoint an Executive Director to administer the Act (110 ILCS 70/36d(11) and (12)).

As part of its statutory power, 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)).

This report communicates the final outcome of a comprehensive human resource operational audit, which included an on-site evaluation that was conducted June 6-10 and June 20-24, 2011. On February 10, 2012, a Draft Audit Report was submitted to the Employer, which captured both Material and Non-Material Findings observed during the audit. An exit conference was conducted on April 9, 2012, with follow up meetings on April 23 and May 9, 2012, which provided an opportunity for the Employer to discuss the findings contained in the initial Draft Audit Report. Following these meetings, a revised Draft Audit Report was resubmitted to the Employer on June 14, 2012. Upon completion of the audit process and submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Findings only) is sent to the Employer, and a Supplemental Report (Non-Material Findings) is sent to the campus/agency Human Resource Office for internal use.

#### **OVERVIEW**

The following Human Resource activities were reviewed and utilized in identifying the Material (Final Audit Report) and Non-Material Findings (Supplemental 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

classifications. 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 then 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 employment cycle, including pre-employment activities, probationary and status employment, and employment separation programs. There is also an assessment of the Employer's utilization and monitoring of non-status appointments.

- **Administration and Employment Protocols of Positions Exempt from Civil Service Guidelines**

The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with recognized exemption authorization procedures. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for validation of approved exemptions. The audit process also includes a review of the Employer's administrative procedures related to these appointments and their approved exemption status.

- **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. The impact of new technology on the recordkeeping and processing of information is also an element for review.

- **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.

The following staff members from the System Office, Audit and Advisory Services Division, were directly responsible for conducting various aspects of the audit:

**Lucinda Neitzel, Audit and Advisory Services Manager**  
**Jeff Brownfield, Manager of Operations Division**  
**Marchant Martinelli, Human Resource Associate**  
**Paula Mitchell, Human Resource Assistant**

**University of Illinois at Urbana-Champaign**  
**Final Audit Report**

**Executive Summary**  
**YEAR ENDED -- FY 2011**

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 OF MATERIAL FINDINGS**

<b><u>Number of</u></b>	<b><u>This Report</u></b>
Findings	2 <sup>®</sup>
Repeated findings from previous audit <sup>®</sup>	2 <sup>®</sup>

**SCHEDULE OF MATERIAL FINDINGS**

<b><u>Item Number</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
UIUC FY11-01	5	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications <sup>®</sup>
UIUC FY11-02	11	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications <sup>®</sup>

**University of Illinois at Urbana-Champaign**  
**Final Audit Report**

**Material Findings, Recommendations, Institutional Corrective Action Plan and  
Additional Auditor Comments**

**UIUC FY11-01**      Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

**Criteria/Standards (i.e., what should exist):**

- 1) State Universities Civil Service Act (Act), Section 70/36e Coverage
- 2) Illinois Administrative Code (Code), Section 250.30(a) Coverage
- 3) Exemption Procedures Manual, Section 1.1 Overview
- 4) Exemption Procedures Manual, Section 3.1 Principal Administrative Appointments
- 5) Exemption Procedures Manual, Section 6.3 System Office Review
- 6) Exemption Procedures Manual, Section 8.2 Changing an Exempt Position to a Civil Service Position

These guidelines provide that all positions are Civil Service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring either documented exemption approval from the System Office or verification of exemption authorization through the position descriptions when general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

Periodic job description review and update procedures may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under Section 36e(3), the Employer may be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

**Conditions/Facts (i.e., what actually exists):**

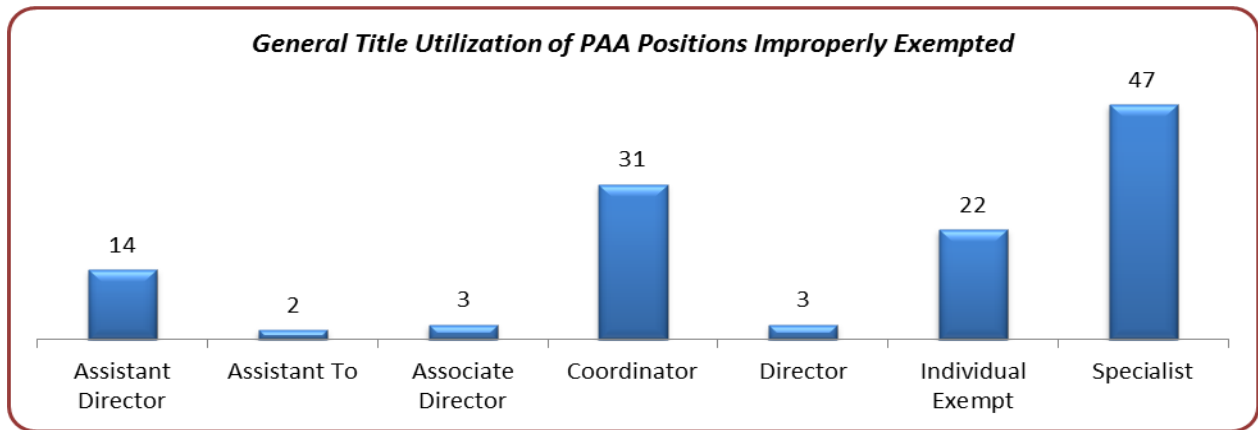
Through a review of approximately two-hundred (200) position descriptions, including on-site interviews with various exempted employees, it was determined that one-hundred twenty-two (122) exempted positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications. (61%)

By definition, a Principal Administrative Appointment (PAA) categorized under Section 36e(3), is an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies and who exercises discretion and independent judgment. In analyzing the positions cited in this finding, the job descriptions contained no substantial verification that these positions meet this basic criterion. The positions cited simply do not contain the duties or level of authority and responsibility that would typically fall outside the specifications of standard professional or technical Civil Service classifications. Many of these positions can be shown to fall within the professional, administrative/clerical, finance, public relations, and information technology occupational areas captured through various historical classification structures throughout the Civil Service System.

**Cause (i.e., why deficient condition occurred):**

Exemption status is determined primarily by a thorough and comprehensive review of the position description. It is therefore extremely important that Employers maintain an updated, accurate and complete position description for all positions. A routine and regular position review program is necessary in order to properly assign classification designations and accurately validate exemption status.

It was noted that employment documentation associated with these exempt positions, including the primary position descriptions, are maintained at the departmental level. According to the Employer's payroll information, 'standard' titles as designated by System Office Procedural manuals were applied to the majority of exempted positions. A breakdown of the positions cited in this finding, by standard title, is captured in the following table.



The Employer did provide the Auditor with an explanation and demonstration regarding the internal protocols utilized in their position description review process, and associated exemption authorization procedures. However, the poor outcome reflected in these findings is an indication that the campus may want to review and update their internal protocols. In the final analysis, current internal exemption authority protocols have not demonstrated a positive outcome in properly exempting positions.

**Effect (i.e., impact of the problem):**

In accordance with the statutory intent and basic premise contained in these standards, the assignment of positions to Civil Service classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through utilizing general titles. Improper exemptions from Civil Service regulations can lead to a fundamental breakdown of several interrelated human resource functions; including employment status, position classification, seniority, recruitment, compensation, performance, and benefit administration.

**Findings from Previous Audits:**

During the FY2007 compliance audit, through a review of approximately one-hundred fifty (150) position descriptions, including on-site interviews with various exempted employees, it was determined that twenty-six (26) positions were performing duties comparable to specifications for various Civil Service classifications.

During the FY2009 compliance audit, through a review of approximately one-hundred fifty (150) position descriptions, including on-site interviews with various exempted employees, it was determined that thirty (30) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code UIUC FY2007, pages 12-32 and UIUC FY09-01, pages 4-6].*

It was also noted during the FY2009 audit that seventy-one position descriptions (71) did not contain key position description elements to validate exemption from Civil Service or otherwise

clearly define the position to enable some comparison to the class plan. The Auditor was unable to make a final determination regarding proper exemption in these instances.

**Recommendation:**

The Illinois Administrative Code, Section 250.30(a) specifically provides that the Merit Board has the authority to determine Principal Administrative Appointments (PAA) at each institution or agency. Specifically, it states that “The Director shall publish guidelines for such exemptions, as approved by the Merit Board.”

We refer the Employer to these guidelines located in the Exemption Procedures Manual, Section 3.1, Principal Administrative Appointments, approved by the Merit Board in June 2009. By definition, a PAA is “...an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies, and who exercises discretion and independent judgment. In addition, a PAA can be defined as an employee who is in a position requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study...and which requires the consistent exercise of discretion and judgment, e.g., physician, attorney, engineer, architect.”

As outlined in the Exemption Procedures Manual, Section 6.2, Internal Review, it is strongly recommended that the Employer further evaluate their internal position review process to ensure adequate management of exemption authorizations. The internal review process should include the review and approval by the Designated Employer Representative (DER), or by another delegated person with the appropriate written authorization for such delegation.

The Employer is reminded that a class specification is a general definition of a job class and is not intended to provide the specificity of job duties and direct responsibilities in positions assigned to a particular classification, but rather provide broad information about the scope of work, general duties, and minimum qualifications. This framework provides the flexibility necessary to properly designate positions within the assigned classification plan and insure that other vital human resource functions are fairly and equitably implemented and maintained. The Employer is reminded that according to the Exemption Procedures Manual, ***“if a position description matches the specifications for any Civil Service classification, the position must be designated as Civil Service”***.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix A** to further determine if they meet the specifications of the recommended Civil Service classifications. If it is determined that the positions remain exempt the Auditor requests written validation of the method by which each of those positions were audited, analyzed, and exempted, and the approval authority’s justification for each position cited in this finding. If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service appointment. It is strongly recommended that positions designated to be transitioned to Civil

Service appointments be moved as soon as possible, but certainly no later than at such time that these positions become vacant again. We refer the Employer to the *Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position* for guidance in transitioning these positions to appropriate Civil Service Appointments. Please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and should be monitored by the Employer periodically.

**Institutional Corrective Action Plan—provided by Elyne Cole, Associate Provost for Human Resources**

The University of Illinois at Urbana-Champaign disagrees with the auditor's findings. In 1998 the State Universities Civil Service System provided universities and colleges with a series of 'standard titles' to utilize for the purpose of establishing principal administrative appointments. Since that time, the campus has consistently reviewed positions using the guidelines provided by the Merit Board for determining appropriate civil service exemptions. In fact, the only change we have made over this time period is to apply an increasingly stronger level of scrutiny to our review to assure that we remain in compliance. It is of great concern, therefore, that in a single, two year audit cycle, our citation rate related to PAA exemptions has tripled, from 20% in FY 09 to 61% in FY11.

The University of Illinois at Urbana-Champaign appropriately utilizes the PAA exemption process and the use of standard titles. We will, however, review the positions listed in Appendix A, as recommended in the Audit Report.

**Additional Auditor Comments:**

The Act specifically provides that the Merit Board has the authority to determine PAA's at each institution or agency. As part of its statutory responsibility, the Merit Board has approved criteria to be used as guidelines for determining appropriate civil service exemptions. It should be noted that in June 2009, these guidelines were modified and implemented through the Exemption Procedures Manual. A significant amount of attention and careful consideration was taken to insure that these standards most accurately reflect and preserve the historical intentions of related statutory provisions and Merit Board actions.

The Civil Service classification plan is designed to provide broad flexibility and must be utilized consistent with statutory requirements. Within any complex classification plan, there will be instances of overlap in position specifications, assigned duties, and responsibilities. However, as the Exemption Procedures Manual specifically states ***"...there was never any intent to permit or condone the conversion of traditional civil service positions to exempt status by virtue of the fact that the positions may appear to correspond to the general definitions of positions contained in these exemption categories. If a position description matches the***

***specifications for any civil service classification, the position must be designated as civil service."***

Again, the results of the position sample analysis are quite conclusive. As we indicated in follow-up discussions, our analysis included incumbent interview techniques, a thorough review and match of each job description element, and a review of several other abstract components related to the specific duties and responsibilities contained in the position description. It is quite clear that the employer has the primary duty to verify and justify the exemption through the position description and their analysis of these positions. We attempt to collect any and all information the Employer may have used in making these exemption determinations. In this respect, the audit team met with the Employer's staff and thoroughly reviewed several positions cited in this finding to comprehensively analyze the position description, with each and every job duty/responsibility contained therein, and evaluate other abstract aspects of each position.

**University of Illinois at Urbana-Champaign**  
**Final Audit Report**

**Material Findings, Recommendations, Institutional Corrective Action Plan and  
Additional Auditor Comments**

**UIUC FY11-02**      Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications

**Criteria/Standards (i.e., what should exist):**

- 1) State Universities Civil Service Act (Act), Section 70/36(e) Coverage
- 2) Illinois Administrative Code (Code), Section 250.30(a) Coverage
- 3) Illinois Administrative Code (Code), Section 250.70(f) Extra Help Appointments
- 4) Illinois Administrative Code (Code), Section 250.80 Status Appointments
- 5) Classification Procedures Manual, Section 2.2 Job Descriptions
- 6) Employment Procedures Manual, Section 2.5 Extra Help Appointments
- 7) Exemption Procedures Manual, Section 1.1 Overview
- 8) Exemption Procedures Manual, Section 6.3 System Office Review
- 9) Exemption Procedures Manual, Section 8.2 Changing an Exempt Position to a Civil Service Position

These guidelines provide that all positions are Civil Service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring either documented exemption approval from the System Office or verification of exemption authorization through the position descriptions when general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

Periodic job description review and update procedures may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements

- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under Section 36e(3), the Employer may be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

**Conditions/Facts (i.e., what actually exists):**

In reviewing the payroll document submitted by the Employer, it was determined that 3,688 singularly distinct “Academic Hourly” appointments were utilized during the audit time frame. The Employer maintains that these appointments are pooled positions, which appears to indicate that there are multiple jobs associated with each position number, as well as multiple incumbents being assigned to several positions. To further complicate the audit sampling process was the inability to select specific positions for analysis, since the job titles reflected in the payroll document referred to them simply as “Academic Hourly”. Due to these obstacles, the sampling selected for review was completely random.

Through a review of approximately one-hundred (100) ‘Academic Hourly’ position descriptions, including on-site interviews with various employees, it was determined that seventy-two (72) positions listed in **Appendix B** were performing duties matching Civil Service Classification specifications or otherwise met standardized Civil Service ‘Extra Help’ guidelines.

**Cause (i.e., why deficient condition occurred):**

“Academic Hourly” is an employment designation solely created by the Employer and defined within their internal procedures. According to University protocols, these positions are considered exempt from civil service guidelines. Designation and employment of these “Academic Hourly” appointments are usually the responsibility of the employing department, and therefore the employment activities and corresponding position descriptions are managed and maintained within the employing department.

In addition, a lack of centralized management protocols and oversight in employment and compensation procedures related to this designation has resulted in a significant increase in improper exemptions from civil service statutory guidelines. In some instances, job duties and responsibilities were extremely vague and lacked substantive content in describing the position. Fundamental baseline position description standards were not documented in validating the vast majority of these exemptions.

**Effect (i.e., impact of the problem):**

Irrespective of a position’s status (temporary/permanent) or its designation, ‘Academic Hourly’ in this instance, positions may only be exempted from Civil Service guidelines in accordance with the Exemption Procedures Manual, Section 1.1 Overview. Failure to follow these guidelines and properly categorize exempt positions results in a circumvention of standard Civil Service employment protocols and is considered a significant compliance violation.

Additionally, temporary positions that match the specifications of Civil Service classifications should be properly categorized and employed in accordance with standardized Civil Service guidelines, such as “Extra Help”.

**Finding from Previous Audit:**

During the FY2009 compliance audit, through a review of approximately fifty (50) position descriptions, including on-site interviews with various exempted employees, it was determined that thirty-three (33) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code UIUC FY09-02, pages 7-9]*.

**Recommendation:**

In accordance with the statutory intent and basic premise contained in Section 36(e) of the Act and other related procedures, the assignment of positions to Civil Service classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through utilizing general titles or by designating them as ‘Academic Hourly’. Additionally, temporary positions that match the specifications of Civil Service Classifications should be properly categorized and employed in accordance with standardized Civil Service guidelines, such as “Extra Help”.

Recent discussions with the Employer indicate that new processes in reviewing ‘Academic Hourly’ positions are currently being implemented at this time. With these new processes, it appears the Employer will have increased oversight and accountability standards to strictly limit the future utilization of the ‘Academic Hourly’ employment classification by reserving them for specific titles directly associated with the Civil Service 36e(4) exemption category; namely ‘Hourly Faculty’, ‘Hourly Clinical’, or ‘Hourly Research’. However, of the positions cited in this finding, none of them appeared to meet criteria associated with the 36e(4) exemption category.

The System Office maintains that ‘Academic Hourly’, whether renamed ‘Hourly Faculty’, ‘Hourly Clinical’, or ‘Hourly Research’, remains somewhat inconsistent with the statutorily recognized exemption classifications. This determination is based on the common premise that the standards for exemption from Civil Service guidelines are much higher than the standards for exemption under the Fair Labor Standards Act (FLSA). Therefore, employees that are paid on an hourly basis, and whose positions are considered non-exempt under the Fair Labor Standards Act (FLSA), are routinely classified as Civil Service appointments. Consequently, when our office conducts its ongoing audits, any position compensated on an hourly basis will merit and receive strict scrutiny in accordance with our statutory and procedural guidelines, irrespective of their internal employment category designation.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix B** to further determine if they meet the specifications of the recommended Extra Help designation or appropriate Civil Service classification. If it is

determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service status or Extra Help appointment. We refer the Employer to the *Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position* for guidance in transitioning these positions to appropriate Civil Service Appointments. Please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and should be monitored by the Employer periodically.

**Institutional Corrective Action Plan—provided by Elyne Cole, Associate Provost for Human Resources**

The University of Illinois at Urbana-Champaign disagrees with the auditor's findings. To meet the operational needs of our campus, we have a continuing need for a temporary employment category in addition to Civil Service Extra help.

As requested by the Audit Report, we will undertake an in-depth review of the positions listed in Appendix B, giving full consideration to the auditor's recommendations.

**Additional Auditor Comments:**

Little information, as related to the position description or job analysis, was provided by the Employer to justify these positions as being exempt from civil service guidelines. Through various civil service employment protocols, temporary employment options are available for positions as listed.

The Auditor was assured that with the new processes previously mentioned, the Employer will have increased oversight and accountability standards to strictly limit the future utilization of the 'Academic Hourly' designation. In a letter dated December 15, 2011 from the Designated Employer Representative (DER) for the University of Illinois, Ms. Maureen Parks reinforced this limitation by reserving the 'Academic Hourly' designation for specific titles directly associated with the Civil Service 36e(4) exemption category; namely 'Hourly Faculty', 'Hourly Clinical', or 'Hourly Research'. Again, it should be noted that none of the positions cited in **Appendix B** meet 36e(4) exemption criteria. *It should also be noted that the other two primary University of Illinois campus locations, Springfield and Chicago, have expressed their intent to significantly curtail the use of this local employment category.*

If only limited additional oversight or accountability standards are implemented and there is no increased reinforcement of the strict limitation of the 'Academic Hourly' designation, this topic will likely remain a finding in future audits. Specific protocols and guidelines must be followed when exempting any position from civil service guidelines. As a reminder, any position compensated on an hourly basis will merit and receive strict scrutiny in accordance with our statutory and procedural guidelines, irrespective of their internal employment designation.

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix A**

***Principal Administrative Appointments  
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number(s)	Recommended Civil Service Classification
Akers, Amanda	Assistant Controller	\$52,250.00	U89932	Comptroller Series, Accountant Series or Accounting Associate
Albers, Suzanne	Budget and Resource Coordinator	\$59,565.00	U02416	Grants & Contracts Administrator Series, Grants & Contracts Development Specialist, or Business/Administrative Associate
Bagger, David	Lead Assistant Director for the Ice Arena	\$42,929.00	U88359	Manager of Sports Facilities
Bahr, Scott	Direct Digital Control (DDC) Specialist	\$57,000.00	U76495	Temperature Control Mechanic Series, Pneumatic Instruments and Controls Mechanic or Information Technology Technical Associate
Barnes, Jeannie	Database Manager	\$41,800.00	U20035	Systems Administrator Series or Information Technology Support Associate
Battleson, Bobbi	User Services Specialist	\$42,000.00	U90377	Technical Support Specialist or Information Technology Support Associate
Bauer, Robbie	Direct Digital Control (DDC) Specialist	\$64,480.00	U88775	Temperature Control Mechanic Series, Pneumatic Instruments and Controls Mechanic or Information Technology Technical Associate
Bleakney, Laura	Academic Appointments Specialist	\$44,751.00	U61440	Human Resource Series or Human Resource Associate
Bobst, Ryan	Assistant Director	\$37,000.00	UA0461	Program Adviser
Bracy, Talisa	Law Library Business and Human Resource Coordinator	\$38,650.00	U38650	Administrative Assistant Series or Administrative Aide
Brocker, Mari	Assistant Director for Certified Housing	\$56,528.00	U63204	Housing Administration Series
Buras, Traci	Cash Management Specialist	\$43,200.00	U80505	Manager of Cashiering Operations
Buschbom, Tracy	Assistant Director for Aquatics	\$40,600.00	U42994	Fitness and Aquatics Aide
Campo, Joan	Resource and Policy Analyst	\$41,189.00	U22127	Budget Analyst Series, Accountant Series, and Accounting Associate
Carlson, Corinne	Coordinator, Media Selection & Production	\$31,862.00	U74573	Publications Series
Carroll, Clinton	Senior Admissions Processing Specialist	\$29,954.00	U53060	Admissions/Records Specialist Series or Admissions and Records Series
Chandler, Laura	Assistant Director for Alumni Affairs	\$24,000.00	U59439	Assistant Director of Alumni Relations
Clark, James	Operations Manager	\$58,000.00	U73802	Facilities Manager Series
Cook, Colleen	Digital Media Coordinator	\$51,000.00	UA2100	Instructional Development Specialist or Media Technical Services Manager
Croy, Kyle	Assistant Equipment Manager	\$33,000.00	U66809	Equipment Attendant
Cudiamat, Brian	Coordinator of Special Events	\$32,801.00	U21453	Special Events Facilitator
Daniels, Stephanie	Archaeological Collections Specialist	\$28,962.00	U77542	Museum Exhibits Series
DeAtley, Anne	Finance and Human Resource Specialist	\$28,929.00	U59514	Accounting Clerk/Technician Series
Dickey, Carla	Client Services Specialist	\$36,141.00	U40139	Administrative Assistant or Administrative Aide
Douglass, Gerald	Business and Financial Specialist	\$47,705.00	U60066	Accountant Series or Accounting Associate
Fackler, Jennifer	Coordinator of Fiscal Planning & Reporting	\$48,000.00	U75628	Business Manager, Accountant Series or Accounting Associate
Faruque, Afroza	Assistant Director	\$37,000.00	U94708	Program Adviser
Fink, Alexis	Compliance Analyst	\$35,000.00	U65028	Administrative Assistant Series or Administrative Aide
Finkelman, Jason	Events Coordinator	\$17,113.20	U84068	Special Events Facilitator or Professional Extra Help (.49 FTE)

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix A**

***Principal Administrative Appointments  
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number(s)	Recommended Civil Service Classification
Fradkin, Andres	Graduate Admissions Specialist	\$31,162.00	U55031	Graduate School Specialist
Frost, Lori	Associate Director, University of Illinois Alumni Network	\$41,623.00	U89933	Assistant Director of Alumni Relations, Customer Service Series or Office Support Series
Fuoss, Deborah	Webmaster	\$44,286.00	U93082	Web Specialist Series or Webmaster
Gahvari, Nasrin	Coordinator of Research Programs	\$25,701.00	U53176	Grants & Contracts Development Specialist
Gardner, Jaqueline	Graphic Design/Marketing Specialist	\$39,078.00	U02974	Graphic Designer Series
Gengler, Jill	Help Desk Manager	\$60,562.00	U86299	Information Technology Management Series, Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
Glenn, Amy	Enterprise Systems Coordinator	\$55,992.00	UA2692	Applications Programmer Series or Information Technology Technical Associate
Goodall, Bryan	Assistant Ticket Manager	\$34,500.00	U87104	Ticket Sales Series
Gray, Kelly	Book Designer	\$38,570.00	U82981	Publications Series or Graphic Designer Series
Halihan, Sara	Student Financial Aid Administrator	\$34,510.00	U21548	Financial Aid Adviser Series
Harris, Cheryl	Corporate Card Program Specialist	\$38,000.00	U22419	Customer Service Series or Clerk Series
Hedges, Jane	Associate Editor	\$43,421.00	U69092	Publications Series or Editorial Series
Hege, Mark	Research Programmer/Operations Manager	\$66,353.00	U30145	Information Technology Management Series or Information Technology/Administrative Coordinator
Hess, David	Network Analyst/AV	\$47,000.00	U67902	Network Engineer Series, Local Area Network (LAN) Support Series or Information Technology Technical Associate
Hitchcock, Tina	Project Coordinator	\$33,024.00	U75298	Administrative Assistant Series, Human Resource Associate or Business/Administrative Associate
Holton, John	Assistant Collections Manager	\$36,742.00	U84369	Museum Exhibits Series or Curator of Art Series
Horn, Daniel	Visiting Coordinator, 4-H Data Management Systems	\$61,000.00	U71889	Information Technology/Administrative Coordinator or Information Technology Management Series
Hunter, Shakeela	Customer Service Coordinator	\$42,000.00	U22509	Customer Service Series or Administrative Assistant Series
Kaap, Benjamin	IT Database Specialist	\$41,000.00	U05019	Web Specialist Series, Applications Programmer Series, or Information Technology Support Associate
Kent, Sarah	Manager of System Services	\$52,438.00	U95860, U95869 & U95870	Information Technology Management Series, Information Technology Technical Associate or Information Technology Support Associate
King, Jacinda	Human Resource Specialist	\$38,819.00	U10187	Human Resource Series, Human Resource Associate or Administrative Aide
King, Sandra	Enterprise--Wide Auditor	\$50,850.00	U79328	Internal Auditor Series
Kinsman, Jacqueline	Assistant to the Head	\$40,000.00	U05577	Administrative Assistant Series w/Specialty Factor
Kozuch, Laura	Curator	\$40,399.00	U84132	Museum Exhibits Series
Lacy, Lynnell	Coordinator of Development and Alumni & Student Relations	\$50,104.00	U85970	Assistant Director of Alumni Relations
Langley, Connie	Coordinator of Vendor Database Management	\$45,000.00	U22409	Accountant Series, Accounting Associate, or Business/Administrative Associate
Law, Robert	Data Security Specialist	\$43,100.00	U87654	Computer System Operations Specialist Series, Information Technology Technical Associate or Information Technology Support Associate
Le, Ngoc	Web Programmer	\$52,000.00	U60782	Web Specialist Series, Webmaster or Information Technology Technical Associate
Le, Quoc	Associate Software Engineer	\$47,182.00	U22887	Applications Programmer Series or Information Technology Technical Associate

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix A**

***Principal Administrative Appointments  
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number(s)	Recommended Civil Service Classification
Lecouris, Alison	Associate Programmer	\$62,784.00	U53512	Institutional Research Data Specialist, Institutional Research Data Coordinator or Information Technology Technical Associate
Ledford, Amy	Senior Admissions Counselor	\$25,661.00	U77759	Admissions and Records Series or Program Adviser
Lenti, Frank	Creative Specialist	\$29,500.00	U62390	Video Production Assistant
Long, Michael	Application Specialist	\$68,513.00	U22404	Computer Programmer Series, Applications Programmer Series, or Information Technology Technical Associate
Mabry, Kyle	Creative Specialist/Associate Producer	\$30,737.00	U42678	Broadcast News Specialist, Ratio/Television Producer/Accounter Series or Radio Station Production Supervisor
Marinelli, Lisa	Assistant Director, Center for Business and Public Policy	\$53,000.00	UA0693	Administrative Assistant Series or Business/Administrative Associate
Martin, Kathleen	Child Care Resource Specialist	\$28,987.00	U00912	Child Care Resource Specialist
Martin, Scott	Marketing Coordinator	\$25,000.00	U45034	Public Information Series or Publicity-Promotion Specialist
Marx, Noah	Direct Digital Control (DDC) Specialist	\$60,840.00	U85290	Temperature Control Mechanic Series, Pneumatic Instruments and Controls Mechanic or Information Technology Technical Associate
McNamara, Thomasine	Fisheries Analysis System Database Manager	\$17,468.00	U90164	Web Specialist Series, Information Technology Technical Associate, Information Technology Support Associate or Technical Extra Help (.56 FTE)
Minarik, Melissa	Coordinator of Proctoring and Paper-Based Testing Services	\$34,500.00	U45455	Test Specialist
Morefield, Rosemary	Assistant Costume Shop Manager	\$34,985.00	U73994	Costumer Series
Mosley, Allison	Resource and Policy Analyst	\$43,770.00	U67167	Human Resource Series, Human Resource Associate, or Administrative Assistant Series
Moss, Christy	Assistant Director of Development	\$20,300.00	U00803	Development Officer
Mulrooney, Patrick	Research Programmer	\$48,898.00	U89239	Instructional Development Specialist or Information Technology Support Associate
Nardi, Brenda	Associate Director of Development	\$56,375.00	U00594	Development Officer
Newell, Melissa	Assistant Director, Illinois Connection	\$31,200.00	U54446	Special Events Facilitator or Assistant Director of Alumni Affairs
Nudo, Salvatore	Assistant Director, Web and Marketing Communications	\$35,006.00	U54443	Web Specialist Series or Webmaster
Ocen, Catherine	Business Affairs Coordinator	\$52,780.00	U71668	Accountant Series or Accounting Associate
Olmo, Cherise	Records Services Coordinator	\$41,000.00	U52027	Admissions/Records Specialist Series
Olson, Stacy	Coordinator of Research Programs	\$54,000.00	U86566	Graduate School Specialist
Parish, Tracy	Program Coordinator	\$36,000.00	U75573	Program Coordinator Series or Special Events Facilitator
Parks, Gregory	Application Developer	\$58,000.00	U19145	Applications Programmer Series or Web Specialist Series
Peeples, Joseph	Catalog and Copywriting Coordinator	\$35,403.00	UA0335	Publications Series or Publications Production Expiditer
Pierce, Laura	Child Care Resource Specialist	\$27,725.00	U23008	Child Care Resource Specialist
Platt, Warren	Direct Digital Control (DDC) Specialist	\$64,480.00	U85930	Temperature Control Mechanic Series, Pneumatic Instruments and Controls Mechanic or Information Technology Technical Associate
Plunk, Kathlene	Student Affairs Coordinator	\$43,942.00	U61226	Program Adviser
Preece, Laurel	Media Communications Specialist	\$31,778.00	U76958	Technical Editor or Editorial Series
Prosise, Michael	Ticket Sales Director	\$36,000.00	U20013	Ticket Sales Series

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix A**

***Principal Administrative Appointments  
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number(s)	Recommended Civil Service Classification
Prothe, Bruce	Accounts Receivable Specialist	\$38,570.00	U20310	Accountant Series or Accounting Associate
Rankin, Leslie	Software Specialist	\$47,886.00	U86253	Instructional Development Specialist or Information Technology Support Associate
Richardson, Diane	Library Specialist	\$23,428.00	U50211	Library Series
Richardson, Mary	Engineering Assistant	\$35,000.00	U70272	Scientific Computer Programmer Series or Office Support Series
Rogers, Thomas	Director of AM Information Programming	\$47,118.00	U93373	Radio Station Production Supervisor, Radio/Television Producer/Announcer Series or Broadcast News Specialist
Ross, Jared	Information Technology Auditor	\$61,828.00	U83688	Internal Auditor Series or Information Technology Manager/Administrative Coordinator
Rund, Aaron	Business and Financial Coordinator	\$43,011.00	U22408	Accountant Series, Accounting Associate, or Business/Administrative Associate
Santiago, Elizabeth	Coordinator of Alumni Volunteers	\$38,000.00	U52019	Program Adviser or Admissions & Records Series
Sheppard, Lisa	Editor	\$52,530.00	U79511	Publications Series or Technical Editor
Shirk, Elizabeth	Assistant Manager of System Services	\$43,138.00	U81758	Network Specialist Series or Information Technology Technical Associate
Simpson, Lilya	International Admissions Specialist	\$28,000.00	U54201	Program Adviser or Admissions/Records Series
Slack, Chad	Program Coordinator	\$36,874.00	U80266	Child Care Resource Specialist
Smith, Matthew	Design Coordinator	\$53,000.00	U82578	Publications Series
Smith, Shawna	Assistant to the Associate Director	\$41,275.00	U85818	Graduate Placement Officer
Stalcup, Holly	Assistant Director of Event Management	\$36,950.00	U71575	Sports Information Director Series or Events Administrator Series
Stansel, Travis	Broadcast Res/Operating Special	\$6,934.00	U79304	Web Specialist or Technical Extra Help (.25 FTE)
Stevenson, Deborah	Editor, Bulletin of the Center for Children's Books	\$57,586.00	U84165	Publications Series or Associate Director of Publications
Talkington, Laurie	Program Manager	\$34,170.00	U90984	Grants and Contracts Administrator Series
Tarvin, Marcia	Help Desk and System Support Specialist	\$46,931.00	U22142	Information Technology Management Series, Applications Programmer Series or Information Technology Support Associate
Thomas, Karen	Coordinator of Compliance	\$47,940.00	U78680	Grants & Contracts Administrator Series
Tidrick, Christopher	Extension Specialist, Web Development	\$63,230.00	U61192	Web Specialist Series, Webmaster or Information Technology Technical Associate
Tiedemann, Brent	Financial Specialist	\$40,200.00	U86604	Accountant Series or Accounting Associate
Turner, Billie	Not-For-Profit Coordinator	\$37,961.00	U78673	Community Affairs Specialist Series
Vacant	Grant and Contract Specialist	\$39,755.00	U75527	Grants & Contracts Development Specialist or Grants & Contracts Administrator Series
Vacant	Human Resources Specialist	\$42,000.00	U42379	Human Resource Series or Human Resource Associate
VanderZalm, Matthew	Communications Coordinator	\$35,000.00	U70515	Public Information Series
Vlach, Peter	Information Systems Specialist	\$61,718.14	U12101, U12134 & UA2338	Information Technology Management Series, Systems Administrator Series, Applications Programmer Series, or Information Technology Technical Associate
Waymouth, Jaime	Associate Director of Business Operations	\$56,000.00	U83795	Business Manager Series, Business/Administrative Associate, or Administrative Assistant Series
Weaver, Janis	Coordinator of Grants and Contracts	\$51,229.00	U97567	Grants and Contracts Administrator Series

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix A**

***Principal Administrative Appointments  
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number(s)	Recommended Civil Service Classification
Webb, Latonya	Contracts Specialist	\$53,747.00	U63292	Administrative Assistant Series
Wherley, Nicholas	Media/Communications Specialisist	\$53,520.00	U88277	Teaching Consultant or Instructional Development Specialist
Whittaker, Theresa	Audio/Visual Planning and Design Specialist	\$55,825.00	U75165	Instructional Development Specialist
Wildman, Cassandra	Assistant Director for Advancement	\$42,000.00	U74554	Development Officer
Williams, Sharessse	Assistant Director of Special Events	\$41,536.00	U89154	Events Administrator Series or Special Events Facilitator
Zazal, Nicholas	Assistant Director for Events	\$45,000.00	U00193	Events Administrator Series

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix B**

***"Academic Hourly" Appointments  
Position Descriptions Matching Extra Help Guidelines or Civil Service Specifications***

Employee Name	Title	Hourly Rate(s)	Position Number(s)	Recommended Civil Service Classification
Arroyo Perez, Jaskayahaira	Teacher, Language Academy for Children	\$30.00	UA2167/00	Teaching Consultant or Professional Extra Help
Askew, Andrew	Stoker	\$8.65	U51466	General Extra Help
Brand, John	Tutor	\$12.00	U66206	Professional Extra Help
Bylsma, Jennifer	REEEC Resource Librarian	\$17.74	U73821	Library Series or Professional Extra Help
Cain, Tracy	Academic Hourly, IPM Broadcasting	9.00/12.00	U81237/00/01	Television Broadcast Equipment Operator or Technical Extra Help
Dixon, Kaitlin	Production Assistant/Associate Producer	\$12.00	U66206	Radio/Television Producer/Announcer or Technical Extra Help
Fairbairn, Anna Marie	Assistant Outreach Coordinator	\$16.50	U80427	Program Coordinator Series, Administrative Aide or Professional Extra Help
Folks-Huber, Deborah	Report Developer/Analyst	\$25.00	U60139	Information Technology Support Associate, Information Technology Technical Associate or Technical Extra Help
Fuller, Sarah	Academic Hourly	\$16.00	U60924	General Extra Help
Gutzmer, Steven	Research Associate	\$10.00	U51473	Professional Extra Help
Halbert, Reginald	Academic Hourly, Principal's Scholars Program	\$40.00	U00102	Teaching Consultant or Professional Extra Help
Hartin, Colin	Videographer/Editor	\$15.00	U66206	Technical Extra Help
Huber, Wayne	Usher, Colonnades Club	\$10.00	U66202	Service or General Extra Help
Hutflies Brewer, Ann	Program Assistant	\$20.00	U61037	Program Coordinator Series, Administrative Assistant Series or Professional Extra Help
Ille, Karen	Academic Hourly, Plan Review	\$28.50	U63293	Campus Planning Analyst or Professional Extra Help
Johnson, Chad	Stoker	\$8.65	U51466	General Extra Help
Kilgore, James	Academic Hourly, Center for African Studies	\$25.00	U60617	Grants and Contracts Administrator Series or Professional Extra Help
Kinsky, Mark	NetMath Mentor	\$12.00	U42996	Teaching Consultant or Professional Extra Help
Kowalski, Jennifer	Recruiting Specialist	\$17.50	U09836	Admissions and Records Series or Professional Extra Help
Lake, Lewis	Fire Officer Program Manager	\$21.00	U51473/09	Professional Extra Help
Lammers, Sheila	Academic Hourly, Center for Translation Studies	\$35.00	U06588	Publications Series or Professional Extra Help
Leroy, Sarah	Human Resources Representative	\$12.00	U63211	Human Resources Series or Professional Extra Help
Liao, Keiko	Academic Hourly, Japan House	\$10.00	U50001	Professional Extra Help
Lowman, Katelyn	Stoker	\$8.65	U51466	General Extra Help
Lukeman, Anne	Media Communications Specialist	\$15.00	U63270	Technical Extra Help
Maher, Paul	Academic Hourly, Content Access Management	\$17.22	U63562	Library Series or Professional Extra Help

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix B**

***"Academic Hourly" Appointments  
Position Descriptions Matching Extra Help Guidelines or Civil Service Specifications***

Employee Name	Title	Hourly Rate(s)	Position Number(s)	Recommended Civil Service Classification
Massey, Renee	Academic Hourly, Engineering Administration	\$15.00 & \$8.50	U62025/00/01	Professional Extra Help
McDonald, Michael	Program Coordinator for University Apartments	\$14.00	U97953	Special Events Facilitator or Professional Extra Help
Nahmias, Heather	Archaeological Specialist	\$10.00	U83959	Archeological Assistant, Archeological Technician, or Professional Extra Help
Noak, John	Academic Hourly, OCCRL Research Team	\$25.00	U72819	Professional Extra Help
O'Mahoney, Julie	Academic Hourly, Engineering Administration	\$30.00	U62959	Editorial Assistant or Professional Extra Help
Peterson, Michael	Academic Hourly, UI Extension	\$14.00	U60924	Professional Extra Help
Postula, Danielle	Academic Hourly, Central Access Services	\$15.00 & \$13.76	U39505/00/01	Library Series or Professional Extra Help
Quealy, Kathryn	Freelance Writer	\$20.00	U55016	Editorial Writer or Professional Extra Help
Randall, Frederick	Technical Writer	\$20.00	U63211	Editor or Technical Extra Help
Rebolledo, Enrique	Academic Hourly, University Housing	\$15.00	U63214	Training Assistant or Professional Extra Help
Schmitt, Laura	Academic Hourly, Engineering Administration	\$50.00	U62025	Editorial Assistant or Professional Extra Help
Schweighart, William	Class Support Specialist	\$10.00 & \$12.00	U51473/01	Professional Extra Help
Sturdevant, Clark	Archaeological Specialist	\$10.50	U94855	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Archaeological Specialist	\$10.00	U88020	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Archaeological Specialist	\$9.00	U85504	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Academic Hourly, LAS Administration	\$45.00	U44005	Webmaster Series, Information Technology Technical Associate or Technical Extra Help
Vacant	Academic Hourly, UI Extension	\$17.94	U60876/01	Grants and Contracts Specialist or Professional Extra Help
Vacant	Academic Hourly, Engineering Administration	\$20.00	U62025	Video Post Production Supervisor or Technical Extra Help
Vacant	Simultaneous Translator	\$18.18	U06778	Professional Extra Help
Vacant	Academic Hourly, Applied Technology for Learning in the Arts and Sciences	\$20.96	U44005/00	Instructional Media Systems Series or Technical Extra Help
Vacant	Academic Hourly, IPM Development	\$15.00	U82958	Library Series or Professional Extra Help
Vacant	Academic Hourly, CITES	\$33.85	U59742	Information Technology Technical Associate or Technical Extra Help
Vacant	Academic Hourly, Engineering Administration	\$18.00	U62025	Information Technology Support Associate, Information Technology Technical Associate or Technical Extra Help
Vacant	Archaeological Specialist	\$9.00	U89881	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Archaeological Specialist	\$9.50	U71339	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Newspaper Processing Assistant	\$8.75	U73821	Library Series or Professional Extra Help

**State Universities Civil Service System  
University of Illinois at Urbana-Champaign  
FY2011 Biennial Compliance Audit**

**Appendix B**

***"Academic Hourly" Appointments  
Position Descriptions Matching Extra Help Guidelines or Civil Service Specifications***

Employee Name	Title	Hourly Rate(s)	Position Number(s)	Recommended Civil Service Classification
Vacant	Academic Hourly, Digital Content Creation	\$22.00	U39400	Library Series or Professional Extra Help
Vacant	Academic Hourly, Mathematics	\$12.00	U54846	Information Technology Support Associate or Technical Extra Help
Vacant	Academic Hourly, Digital Services and Development	\$22.35	U39503	Library Series or Professional Extra Help
Vacant	Academic Hourly, Graduate School of Library and Information Science	\$18.02	U55016/00/02	Information Technology Support Associate or Technical Extra Help
Vacant	Academic Hourly, Graduate School of Library and Information Science	\$20.00	U55016/01	Information Technology Support Associate or Technical Extra Help
Vacant	Academic Hourly, Early Reading First Project	\$20.00	U02237	Teacher Aide or Professional Extra Help
Vacant	Academic Hourly, Center for African Studies	\$18.00	U60617	Information Technology Technical Associate or Technical Extra Help
Vacant	Academic Hourly, Communication	\$19.17	U00796	Professional Extra Help
Vacant	Academic Hourly, Center for Translation Studies	\$17.22	U06588	Professional Extra Help
Vacant	Academic Hourly, IPM Engagement	\$25.00	U82958	Professional Extra Help
Vacant	Academic Hourly, IPM Engagement	\$15.00	U81237/00	Technical Extra Help
Vacant	Archaeological Specialist	\$10.00	U88381	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Academic Hourly, Disability Resources and Educational Services	\$8.00	U11013	Professional Extra Help
Vacant	Tutor	\$12.00	U66206	Professional Extra Help
Vacant	Academic Hourly, Chemistry	\$10.00	U01474	Professional Extra Help
Vacant	Project Archaeologist	\$18.00	U65163	Archeological Assistant, Archeological Technician, or Professional Extra Help
Vacant	Program Support Specialist	\$10.00	U51473/00/01	Professional Extra Help
Vacant	Archaeological Specialist	\$10.00	U88281	Archeological Assistant, Archeological Technician, or Professional Extra Help
Weller, Martha	Internet Registration Programmer and Database Designer	\$40.00	U63161	Information Technology Technical Associate or Technical Extra Help
Zhang, Xiaolu	Academic Hourly, Content Access Management	\$17.22	U63562	Library Series or Professional Extra Help