

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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September 9, 2014

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Southern Illinois University Carbondale. The audit period tested was October 1, 2011 through September 30th, 2013. 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 Southern Illinois University Carbondale 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. 236.

Lewis T. (Tom) Morelock
Executive Director

Southern Illinois University Carbondale

Final Audit Report



State Universities Civil Service System Compliance Audit

September 9, 2014

Audit Period

October 1, 2011 to September 30, 2013

Prepared by:

A handwritten signature in blue ink that reads "Lucinda M. Neitzel". The signature is written in a cursive style with a horizontal line underneath it.

Lucinda M. Neitzel

Assistant Director, Operations and Audit Division

Southern Illinois University Carbondale
Final Audit Report

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Southern Illinois University Carbondale

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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 January 21-24, 2014. Upon completion of the exit conferences 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, Operations and Audit Division, were directly responsible for conducting various aspects of the audit:

Lucinda Neitzel, Assistant Director, Operations and Audit Division
Danielle Routh, Program Coordinator, Operations and Audit Division
Rachel Amrhein, Graduate Assistant, Operations and Audit Division

Southern Illinois University Carbondale
Final Audit Report

Executive Summary
YEAR ENDED--FY2014

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

<u>Number of</u>	<u>This Report</u>
Findings	1
Repeated findings from previous audit®	1®

SCHEDULE OF MATERIAL FINDINGS

<u>Item</u>		
<u>Number</u>	<u>Page</u>	<u>Description</u>
SIUC FY14-01	4	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

Southern Illinois University Carbondale
Final Audit Report

Material Findings, Recommendations, and Institutional Corrective Action Plan

SIUC FY14-01 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 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) of the Act, 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 ninety (90) position descriptions, including on-site interviews with various exempted employees, it was determined that sixty-seven (67) exempted positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications. 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. It should be noted that approximately thirty-two (32) of these positions could be associated with the civil service Program/Student Advisor classification or other Admission and Records Series classifications.

An integral part in determining whether previous audit findings are properly addressed and resolved was to conduct an in-depth review with respect to this topic and assess whether the Employer's corrective actions were fulfilled and provide a subsequent foundation for future compliance in this respect. As part of the current FY2014 Biennial Compliance Audit, the Auditor reviewed the exempted positions cited during the previous audit to determine if vacancies had in fact occurred since its completion or if the positions had been accurately flagged and if so, whether the positions had been appropriately analyzed before being exempted again.

Based on this review, it was determined that four (4) positions listed below were cited during the FY2012 Biennial Compliance Audit, became vacant, were refilled with new employees, and once again exempted during the current FY2014 Biennial Compliance Audit time frame. There was no evidence presented by the employer to indicate that the position description had changed, or that these positions were properly analyzed, prior to refilling the position.

- The position of Assistant Director, Recreational Sports & Services (Facilities and Operations) (C.AP.763.002) was previously cited in the FY2012 Biennial Compliance Audit and occupied by [REDACTED]. However, payroll documents provided by the Employer for the FY2014 Biennial Compliance Audit appear to indicate that [REDACTED] with an appointment beginning date of 2/13/2013, currently occupies this position with the same position number cited in the previous audit.
- The position of Web Portal Site Content Specialist (C.AP.1881.000) was previously cited in the FY2012 Biennial Compliance Audit and occupied by [REDACTED]. However, payroll documents provided by the Employer for the FY2014 Biennial Compliance Audit indicate that [REDACTED] with an appointment beginning date of 7/15/2013, currently occupies this position with the same position number cited in the previous audit.

- The position of Annual Fund Director, Athletics (C.AP.1509.000) was previously cited in the FY2012 Biennial Compliance Audit and occupied by [REDACTED]. However, payroll documents provided by the Employer for the FY2014 Biennial Compliance Audit indicate that [REDACTED], with an appointment beginning date of 9/20/2013 currently occupies this position with the same position number cited in the previous audit.
- The position of Assistant Director for Institutional Advancement and Annual Giving (C.AP.811.000) was previously cited in the FY2012 Biennial Compliance Audit and occupied by [REDACTED]. However, payroll documents provided by the Employer for the FY2014 Biennial Compliance Audit indicate that [REDACTED] with an appointment beginning date of 7/15/2013, currently occupies this position in with the same position number cited in the previous audit.

In these instances, the Auditor was unable to conclusively determine whether the Employer remained consistent with their administrative response outlined during the FY2012 Biennial Compliance Audit in evaluating previously flagged positions prior to employing new incumbents. The Employer's decision to reestablish these exempt positions following an audit citation, without clearly demonstrating whether that exemption is appropriate through a complete position analysis and review, is considered a technical violation of exemption authorization and employment procedures/guidelines.

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

According to the Employer's payroll records, 'standard' titles approved for use by the System Office were applied to the majority of the exempted positions.

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

A failure to establish appropriate classification plan management protocols that properly update, analyze and evaluate position descriptions leads to unauthorized exemption authorizations, utilization of inappropriate employment protocols, and non-compliance with the Act, Code and Procedures. Consequently, positions are improperly identified and appropriate Civil Service protocols circumvented, significantly increasing the possibility of employment issues.

Finding from Previous Audit:

During the FY2012 Biennial Compliance Audit, through a review of approximately one-hundred (100) position descriptions, including on-site interviews with various exempted employees, it was determined that forty (40) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code SIUC FY12-01, pages 4-6].*

During the FY2010 Biennial Compliance Audit, through a review of approximately eighty (80) position descriptions, including on-site interviews with various exempted employees, it was determined that eleven (11) exempted positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code SIUC FY10-01, pages 4-7].*

Recommendation:

Due to the level of non-compliance related to this topic, the Employer is again reminded that exemption authorization is a direct statutory responsibility delegated to the Merit Board, who has specifically empowered Employers through various procedures to make these exemption determinations. The Designated Employer Representative (DER) of each university and affiliated agency has the responsibility to develop and maintain protocols consistent with the statutory and procedural guidelines related to this important delegated authority.

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 and Section 4.1, Teaching, Research, and Extension Faculty Appointments, approved by the Merit Board in June 2009. 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 standard 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.

In order to properly regulate and manage these appointments, we request that the Human Resource Office immediately establish additional protocols to routinely review and maintain all exempt position descriptions in accordance with the Exemption Procedures Manual. Please provide details of any new job analysis process utilized in this respect.

Based on a regular position review, the Employer should be able to properly identify those positions that truly should be a Civil Service appointment of some type and those positions that truly meet exemption authorization standards, either as a Principal Administrative Appointment or as a Teaching, Research, or Extension Faculty Appointment. Accordingly, it is recommended that the Employer submit a quarterly report listing all new exempt PAA positions that have been filled within that timeframe, along with the position description utilized in validating such exemption.

Specifically regarding the four (4) positions listed above that were cited in the previous audit and were refilled during this audit time frame, without any apparent in-depth job analysis and review, we recommend that they be transitioned at the next contract renewal date to an appropriate Civil Service appointment as previously recommended. Additionally, 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. Based on the high incident rate among those

positions in the admissions and student/program management areas, the Employer may want to concentrate their efforts on these types of positions first.

Please be reminded that positions determined to be inappropriately exempted and flagged through the compliance audit process must be reviewed as a matter of standard protocol at the next contract renewal date. 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 as soon as possible. It is strongly recommended that positions designated to be transitioned to Civil Service appointments be moved as soon as possible, preferably at the next employment contract renewal date, 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. ***Again, please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and must be monitored by the Employer periodically.***

As previously discussed with the Employer, the former Pilot Program classifications (Custom Classifications) have been incorporated into our standardized classification plan and are required to be utilized in accordance with standardized civil service protocols. These classifications provide a more flexible and transparent transition and may be appropriate for several of the positions cited in **Appendix A**. Please note that these options are also available in the student/program management area as well. *Again, it is strongly recommended that these positions be moved immediately, or at the next employment contract renewal date if applicable.*

Institutional Corrective Action Plan—provided by Jennifer Watson, Director of Human Resources

Agrees with recommendation.

The employer will work closely with the Affirmative Action Office to re-evaluate our practices so that prior to a position being automatically advertised when vacant, Human Resources will have the opportunity to evaluate the position for proper exemption status. Previously exempted positions will continue to be monitored by the employer as updated positions are submitted for review and approval. In addition, we will submit a quarterly report listing new exempt PAA positions.

**State Universities Civil Service System
Southern Illinois University Carbondale
FY2014 Biennial Compliance Audit**

Appendix A

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

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	Admissions Coordinator	1/25/1999	4/1/2001	C.AP.2007.000	\$40,227.72	Admissions and Records Series or Program/Student Advisor
	Admissions Coordinator	12/1/2012	7/1/2013	C.AP.1942.000	\$30,012.00	Admissions and Records Series or Program/Student Advisor
	Admissions Coordinator	10/13/1997	1/17/2012	C.AP.337.000	\$32,412.00	Admissions and Records Series or Program/Student Advisor
	Law School Registrar	8/14/2000	7/1/2002	C.AP.826.000	\$47,688.00	Admissions and Records Series/Supervisor
	Service Center Coordinator	10/1/2010	7/1/2013	C.AP.1893.001	\$27,156.00	Program/Student Advisor
	Coordinator, Hispanic Resource/Service Center	10/31/2005	7/1/2013	C.AP.114.001	\$52,056.00	Program Coordinator Series
	International Recruitment Coordinator	1/18/2011	8/24/2012	C.AP.1958.000	\$31,824.00	Program/Student Advisor
	Coordinator, Non-Traditional Students/Single Parent Program	11/1/2011	7/1/2013	C.AP.1902.000	\$38,856.00	Program/Student Advisor
	Telecounseling Coordinator	6/10/2013	9/23/2013	C.AP.416.002	\$29,412.00	Program/Student Advisor
	Instructional Design Specialist	2/1/2012	7/1/2013	C.AP.1930.000	\$38,856.00	Instructional Development Specialist
	Director of New Student Programs	6/1/2011	7/1/2013	C.AP.968.002	\$52,008.00	Program/Student Advisor
	Associate Director of Admissions	10/10/1984	1/15/2011	C.AP.420.002	\$65,160.00	Admissions and Records Supervisor
	Assistant Director of Corporate Support	1/3/2012	7/1/2013	C.AP.1117.001	\$48,576.00	Publicity/Promotion Specialist
	Associate Director, Advisement and Special Programs	7/11/1995	8/1/2010	C.AP.482.001	\$59,244.00	Program/Student Advisor
	Career Development Coordinator	2/14/2005	7/1/2013	C.AP.974.001	\$51,012.00	Program/Student Advisor
	Community and Educational Programs Coordinator	6/16/2004	12/4/2012	C.AP.230.002	\$43,812.00	International Programs Specialist or Program Coordinator Series
	Coordinator of Veterans Services	10/3/2011	5/8/2013	C.AP.1854.001	\$45,000.00	Admissions and Records Series, Program Coordinator Series or Program/Student Advisor
	Public Safety Compliance Coordinator	3/31/2013	3/31/2013	C.AP.1969.000	\$41,616.00	Emergency Management Coordinator
	Coordinator of Student Programs	8/10/2009	10/14/2011	C.AP.526.001	\$40,800.00	Assistant Director of University Student Center
	Admissions Coordinator	5/11/2004	7/1/2013	C.AP.1674.000	\$35,988.00	Admissions and Records Series or Program/Student Advisor
	Field Representative	11/1/1994	4/1/2001	C.AP.784.000	\$53,796.00	Admissions and Records Series or Program/Student Advisor
	Scholarship Coordinator	6/19/2006	7/1/2013	C.AP.501.003	\$38,856.00	Financial Aid Advisor Series or Program Coordinator Series
	Research Project Specialist	2/18/2002	7/1/2008	C.AP.281.000	\$46,104.00	Grants and Contracts Specialist or Grants and Contracts Administrator Series
	Distance Education Regional Coordinator	1/16/2013	8/12/2013	C.AP.1983.000	\$47,136.00	Publicity/Promotion Specialist, Program/Student Advisor or Program Coordinator Series
	Service Center Coordinator	11/28/2011	7/1/2013	C.AP.1892.001	\$31,236.00	Program/Student Advisor
	Assistant Director, Recreational Sports and Services (Aquatics/Base Camp)	9/1/1996	2/1/2008	C.AP.840.001	\$53,900.40	Publicity/Promotion Specialist or Fitness and Aquatics Aide
	Coordinator of Group Sales and Special Events	Unknown	7/1/2013	C.AP.1232.001	\$38,460.00	Events Administrator Series
	Service Center Coordinator	11/28/2011	7/1/2013	C.AP.1898.001	\$32,472.00	Program/Student Advisor
	Admissions Coordinator	8/18/2008	7/1/2013	C.AP.1523.000	\$30,012.00	Admissions and Records Series or Program/Student Advisor
	Mental Health Coordinator	3/22/2004	4/1/2012	C.AP.1916.000	\$53,043.96	Psychiatric and Mental Health Nurse

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Appendix A

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

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	Production Specialist	1/22/2013	1/22/2014	C.AP.210.001	\$42,696.00	Television Director-Producer or Radio/Television Producer/Announcer Series
	Admissions Coordinator	5/18/2009	7/1/2013	C.AP.735.003	\$30,624.00	Admissions and Records Series or Program/Student Advisor
	Coordinator for Compliance, Training and Outreach	2/8/2006	7/1/2013	C.AP.883.001	\$45,900.00	Financial Aid Advisor Series or Program Coordinator Series
	Coordinator, First Scholars Program	5/23/2005	7/1/2013	C.AP.1899.000	\$39,000.00	Program/Student Advisor or Program Coordinator Series
	Instructional Design Specialist	8/21/1995	7/1/2011	C.AP.590.002	\$58,640.28	Instructional Development Specialist
	Senior Producer	2/19/1990	4/1/2001	C.AP.1004.000	\$60,405.96	Radio/Television Producer/Announcer Series
	Field Representative	5/8/2004	7/1/2013	C.AP.532.000	\$42,696.00	Program/Student Advisor
	Admissions Coordinator	9/14/2012	7/1/2013	C.AP.1675.000	\$36,720.00	Admissions and Records Series or Program/Student Advisor
	Academic Advisor	7/11/1994	7/1/2013	C.AP.1093.001	\$40,224.00	Program/Student Advisor
	Special Collections Research Specialist	4/17/1995	3/26/2009	C.AP.589.001	\$44,868.00	Library Series
	Admissions Coordinator	6/1/2013	8/26/2013	C.AP.2007.000	\$29,412.00	Admissions and Records Series or Program/Student Advisor
	Computer Information Specialist	5/15/2000	5/4/2007	C.AP.1458.000	\$54,372.00	Information Technology Technical Associate
	Research Project Specialist	8/6/2007	7/1/2013	C.AP.748.000	\$43,860.00	Grants and Contracts Development Specialist or Grants and Contracts Administrator Series
	Coordinator for Wellness Programming (Outreach Programs)	6/4/1984	7/1/2012	C.AP.621.001	\$50,592.00	Health Education Coordinator
	Distance Education Regional Coordinator (Chicago Region)	8/1/2013	8/1/2013	C.AP.1982.000	\$47,136.00	Publicity/Promotion Specialist, Program/Student Advisor or Program Coordinator Series
	Digital Media News Specialist	1/12/2004	9/1/2012	C.AP.591.002	\$39,900.00	Radio/Television Producer/Announcer Series
	Coordinator of Arena Operations	7/2/2012	7/1/2013	C.AP.1468.000	\$39,168.00	Athletic Business Manager or Business/Administrative Associate
	Computer Information Specialist	4/26/1999	8/15/2007	C.AP.402.000	\$51,048.00	Information Technology Technical Associate
	Specialist, Student Rights and Responsibilities	7/1/2013	7/1/2013	C.AP.1459.001	\$37,704.00	Student Conduct Programs Series
	Director of Records Management	9/19/1994	7/10/2006	C.AP.490.000	\$56,124.00	Records Management Officer
	Computer Information Specialist	9/11/2000	9/16/2013	C.AP.1157.003	\$52,584.00	Information Technology Technical Associate
	Admissions Coordinator	3/7/2011	3/7/2011	C.AP.644.000	\$35,184.00	Admissions and Records Series or Program/Student Advisor
	Assistant Director for Communications and Marketing	8/4/2003	8/14/2009	C.AP.982.000	\$52,608.00	Public Information Series or Publicity/Promotion Specialist
	Associate Director of McNair Scholars Program	4/24/2006	11/1/2012	C.AP.1491.001	\$56,196.00	Program Coordinator Series or Assistant Program Director
	Instructional Evaluation Specialist	7/24/2000	7/1/2013	C.AP.711.003	\$48,084.00	Test Specialist
	Coordinator of University Housing Conference Services	8/1/2005	7/25/2011	C.AP.172.000	\$44,880.00	Housing Administrator Series or Program Coordinator Series
	Coordinator for Wellness Programming (Generalist)	8/8/2012	8/9/2013	C.AP.612.000	\$53,052.00	Health Education Coordinator
	Assistant Director, Transfer Relations	10/20/2003	7/1/2013	C.AP.1181.001	\$44,892.00	Admissions and Records Series or Program/Student Advisor
	Coordinator for NCAA Compliance	8/19/2013	8/19/2013	C.AP.186.000	\$34,008.00	Financial Aid Advisor Series
	Academic Support Specialist	7/15/2013	9/1/2013	C.AP.771.002	\$34,896.00	Program/Student Advisor
	Illinois workNet Integration and Training Coordinator	4/1/1999	7/1/2013	C.AP.195.000	\$56,604.00	Information Technology Technical Associate
	Education Specialist	4/13/1987	3/31/2006	C.AP.1642.002	\$46,308.00	Instructional Development Specialist
	Assistant Director, Recreational Sports and Services (Publicity and Marketing)	7/1/1993	2/1/2008	C.AP.825.001	\$56,436.00	Publicity/Promotion Specialist or Intramural and Recreation Coordinator
	Director, Student Rights and Responsibilities	10/5/2011	7/1/2013	C.AP.1230.002	\$48,312.00	Student Conduct Programs Series
	Service Center Coordinator	11/28/2011	7/1/2013	C.AP.1896.001	\$33,012.00	Program/Student Advisor

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Appendix A

Principal Administrative Appointments
Position Descriptions Matching Civil Service Classification Specifications

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	Coordinator, Student Involvement and Leadership Development	8/10/2011	7/1/2013	C.AP.208.002	\$43,800.00	Program/Student Advisor or Program Coordinator Series
	Associate Director, Recreational Sports and Services	6/1/2004	11/1/2009	C.AP.220.002	\$60,372.00	Intramural and Recreation Coordinator