

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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October 9, 2014

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Human Resource Director
Designated Employer Representative
Western Illinois University

Mr. Lyneir R. Cole
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 Western Illinois University. The audit period tested was November 1, 20011 through October 31, 2013. This report is intended to communicate the final material finding, recommendation and corresponding institutional response formulated through a comprehensive human resource compliance and operational audit.

On behalf of the audit staff, we thank Western Illinois University and their human resource staff for a very productive audit experience. If there are any questions or a personal briefing on this topic is desired, please call Lucinda M. Neitzel (217) 278-3150 ext. 236.

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

Lewis T. (Tom) Morelock
Executive Director

Western Illinois University Final Audit Report



State Universities Civil Service System Compliance Audit

October 9, 2014

Audit Period

November 1, 2011 to October 31, 2013

Prepared by:

Lucinda M. Neitzel

Assistant Director, Operations and Audit Division

Western Illinois University
Final Audit Report

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Western Illinois University **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 February 25-28, 2014. Upon submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Finding only) is sent to the Employer.

OVERVIEW

The following Human Resource activities were reviewed and utilized in identifying this Material Finding (Final Audit 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
Jeff Brownfield, Coordinator, Special Assignments
Danielle Routh, Program Coordinator, Operations and Audit Division

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

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

ENGAGEMENT: Western Illinois University

FINDING: Exemption Authorization Applied to Positions That Match Civil Service
Classification Specifications

MATERIAL X **NON-MATERIAL**

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 one-hundred (100) position descriptions, including on-site interviews with various exempted employees, it was determined that seventy-six (76) 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-nine (39) of these positions more appropriately correspond to the civil service Program/Student Advisor or Information Technology custom classifications, Instructional Development Specialist, 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. As a result, the Auditor determined that four (4) positions cited during the FY2012 Biennial Compliance Audit, and listed below, became vacant, refilled with new employees and again exempted during the current FY2014 Biennial Compliance Audit time frame:

- The position of Assistant Director, International Student Admissions (50132) 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 7/1/2012, currently occupies this position with the same position number (50132) cited in the previous audit.
- The position of Assistant Director of Marketing and Communications, Housing & Dining Services (50413) 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] [REDACTED] with an

appointment beginning date of 10/1/2012, currently occupies this position with the same position number (50413) cited in the previous audit.

- The position of Microsoft Server, Desktop, and Security Specialist (50342) 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 12/17/2012 currently occupies this position with the same position number (50342) cited in the previous audit.
- The position of Assistant Director, Quad Cities Admissions (50121) 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 8/1/2011, currently occupies this position in with the same position number (50121) cited in the previous audit.

In these instances, the Auditor was unable to conclusively determine whether the Employer remained consistent with their internal protocols in evaluating previously flagged positions prior to employing new incumbents. The Employer's decision to reestablish these exempt positions following an audit citation, without providing validation 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 FY2010 compliance audit, through a review of approximately fifty (50) position descriptions, including on-site interviews with various exempted employees, it was determined that six (6) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code WIU FY10-01, pages 5-8].*

During the FY2012 Biennial Compliance Audit, through a review of approximately eighty (80) position descriptions, including on-site interviews with various exempted employees, it was determined that forty (40) exempted positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code WIU FY12-01, pages 6-10]*.

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.

It should be noted that the Employer’s exempt position description log appeared to indicate that several positions did not have job descriptions, as specifically recommended for positions categorically exempted under sections 36e(2) and 36e(4). It should also be noted that several of these positions, most specifically categorized in the academic counseling and admissions area, may be inappropriately categorized. In the future, position descriptions for all positions in the academic counseling and admissions area, regardless of employment category (36e(2), 36e(3), or 36e(4)) will be subject to audit to determine proper exemption authorization and categorization. In order to properly regulate and manage all exempt appointments, we request that the Human Resource Office immediately establish additional protocols to routinely review and maintain all exempt position descriptions, regardless of employment category, in accordance with the Exemption Procedures Manual. Additionally, the Auditor requests that details be provided regarding 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 recommend that the Employer submit a quarterly report listing all new exempt PAA positions that have been employed within that time frame, along with the position description utilized in validating each 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 instructional development, information technology, and advising/admissions 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 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**. *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 Pamela I. Bowman, Director of Human Resources:

The University disagrees with the finding and responds as follows:

The State Universities Civil Service System (SUCSS) protocols, rules and procedures in the establishment of exempted positions have been followed and only those positions that meet

the exemption criteria per 36e(2), 36e(3) and 36e(4) requirements are designated as such within the guidelines established by SUCSS. In addition, through our internal protocols, we provide scrutiny in identifying positions that should be exempt and we will continue our review protocols, including the positions noted in Appendix A.

Given the above, we believe the positions noted in Appendix A meet the exemption criteria as outlined and disagree with the finding. There has been no documentation included in the draft audit report finding that specifically outlines in detail how it was determined that these positions should be civil service; the recommendations have been made without providing any analysis to support the material finding. This exclusion of detail appears to be contrary to a transparent and collaborative approach by SUCSS. This is especially represented by the increase in audit findings in this area without any substantive explanation or basis. SUCSS has added civil service classifications and we have reviewed those classifications to determine their applicability to our internal structure; however, since 2008, our audit findings has risen from less than 10% (4 out of 50 positions) to greater than 75% (76 out of 100 positions) in this area. During this timeframe, there have been no notable changes in our protocol or processes as it relates to the SUCSS guidelines or in the guidelines themselves.

With respect to the Custom Classifications, we currently use them at our institution, where appropriate. As a matter of our review protocols, these classifications are considered for use as any of the other civil service classifications.

At Western, we endeavor to adhere to the statute, rules and procedures. Audit recommendations are taken seriously and we will continue our due diligence in the process of classification and exemption protocols.

Additional Auditor Comments:

The Exemption Procedures Manual, as approved by the Merit Board in June 2009, establishes general criteria to be used in determining and validating exemptions. The criteria set forth in these procedures were carefully developed between the System Office and several employer and employee constituency groups, in order to best preserve the historical intentions of related statutory provisions in the State Universities Civil Service Act (Act), Section 70/36e and the Illinois Administrative Code (Code), Section 250.30(a).

Therefore, when Civil Service classifications are available, for *any* position within the University System, it is **first** required to be inclusive within the Civil Service classification plan and not an optional election for exemption. Accordingly, there are several applicable Civil Service classifications which contain the duties and responsibilities directly associated with the positions outlined in this finding and listed in **Appendix A**.

The Employer indicates in their administrative response that there is no documentation included in this finding that specifically outlines in detail how it was determined that the

positions cited in **Appendix A** should be civil service. It should be noted that there was no specific job analysis detail provided by the Employer to validate and justify the exemptions noted, most specifically the four (4) vacant positions that were previously cited and filled during this audit cycle. The exemption authority, as provided to the employer, also includes a much higher level of accountability, namely the responsibility to validate and justify the exemption determination. Quite simply, the validation of exemption for each position is the sole responsibility of the Employer, as required by virtue of its delegated authority by the Merit Board. Accordingly, the Employer is charged with developing and detailing specific methods utilized in exempting positions, e.g., job analysis models, occupational survey instruments, other position analytics, etc. The argument then that the evaluation of exempt positions through the audit process is somehow not detailed is simply misdirected. The disagreement in this respect should most appropriately be established in a presentation of the employer's job analysis and evaluation, which was not provided.

As the System Office has continually emphasized, the cornerstone of proper position control management lies with the proper administration and maintenance of the position description. As a matter of information, the Auditor performs an analysis of the position description document for each position sampled. The following basic standards are applied during this analysis process:

- The first component is the comparison between the position description documents and the classification specifications outlined in the Civil Service class plan. This basic principle is most consistent with the Act, Code and procedures in this respect, and includes a review of the position's scope and purpose, as well as an analysis of the duties and responsibilities assigned for the work to be performed, in conjunction with those duties contained within the applicable Civil Service classification specifications.
- A secondary component is an evaluation and measurement of several abstract job variables associated with the exempted position, and referenced through the job duties and responsibilities contained in the position description, such as discretion, autonomy, independent judgment, complexity, etc. These measurements are used to further determine and validate the accuracy of the Employer's initial assessment in exempting a particular position. Again, this analytical component is most consistent with requirements contained in the Act, Code, and procedures.

It is extremely important to emphasize that the University Civil Service System has historically contained a huge array of professional, semi-professional, technical, and managerial classifications designed to meet the academic support and business operations of our very diverse campus environments. Periodically, classification structures, particularly those in our professional occupational area, are revised and upgraded based on occupational trends and campus operational needs. This is an absolute necessity in any classification plan management system in order to maintain a most relevant, robust, and dynamic system. As you know, classification studies are always conducted through an interactive campus process. In this

respect, it is truly inaccurate to generally state that our office has added classifications. In fact, we have significantly reduced the overall number of classifications over the past few years. A more appropriate statement would be that we have incorporated many new classification structures to replace some of our outdated and irrelevant classifications.

Please plan to follow the recommendations note above, including the submission of a quarterly report listing all new exempt PAA positions that have been employed within that time frame, along with a copy of the position description utilized in validating each exemption.

**State Universities Civil Service System
Western Illinois University
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
	R & I Consultant/Network Infrastructure Specialist	10/1/2012	10/1/2012	50282	\$47,004.00	Information Technology Technical Associate
	Instructional Technology Systems Manager	11/30/2006	1/9/2012	50306	\$40,008.00	Information Technology Technical Associate
	Instructional Technology Systems Manager	11/10/2003	12/20/2011	50415	\$36,000.00	Information Technology Technical Associate
	Instructional Technology Systems Manager--Animator/Graphic Artist	1/1/2004	1/1/2004	50213	\$43,092.00	Graphic Designer Series
	R & I Consultant/Support Center Manager	7/22/1996	7/22/1996	50281	\$64,668.00	Information Technology Support Associate
	Instructional Technology Systems Manager--Web Developer	1/1/2004	1/1/2004	50212	\$40,812.00	Information Technology Support Associate
	R & I Consultant/Network Infrastructure Specialist	8/3/2011	7/1/2011	50223	\$51,999.96	Information Technology Technical Associate
	Admissions Counselor	10/8/2008	10/8/2008	Unknown	\$45,528.00	Program/Student Advisor or Admissions and Records Series
	Admissions Counselor	12/5/2011	12/5/2011	Unknown	\$34,524.00	Program/Student Advisor or Admissions and Records Series
	Admissions Counselor	12/5/2011	12/5/2011	50376	\$34,524.00	Program/Student Advisor or Admissions and Records Series
	R & I Consultant	5/1/2012	5/1/2012	50286	\$54,996.00	Information Technology Technical Associate
	Assistant to the Vice President for Student Services	7/27/1998	3/1/2008	50009	\$66,540.00	Administrative Assistant or Administrative Aide
	Instructional Technology Systems Manager	8/23/2004	1/18/2005	50195	\$44,964.00	Instructional Development Specialist or Information Technology Support Associate
	R & I Consultant/UNIX and Programming Specialist	7/1/2005	3/1/2007	50353	\$54,900.00	Information Technology Technical Associate
	R & I Consultant/Desktop and Hardware Services Manager	4/10/2000	4/10/2000	50284	\$63,264.00	Information Technology Technical Associate
	Microsoft Server, Desktop, and Security Specialist	12/17/2012	12/17/2012	50342	\$55,008.00	Information Technology Support Associate or Information Technology Technical Associate
	R & I Consultant/Computer Lab and Student Employment Manager	1/1/2000	1/1/2000	50285	\$63,480.00	Information Technology Support Associate
	Director of Development, College of Fine Arts & Communication	7/1/2006	7/1/2006	50337	\$57,396.00	Development Officer
	Associate Director, Undergraduate Admissions	7/1/2012	7/1/2012	50128	\$54,996.00	Program/Student Advisor or Admissions and Records Series
	Assistant to the Director of Human Resources	9/17/2012	9/17/2012	50366	\$40,008.00	Human Resource Series or Human Resource Associate
	Instructional Technology Systems Manager	5/15/2006	9/1/2007	50323	\$44,340.00	Instructional Development Specialist
	Director of Development	10/29/2007	10/29/2007	50338	\$57,660.00	Development Officer
	R & I Consultant/Special Projects Manager	10/4/2004	10/4/2004	50215	\$48,624.00	Information Technology Technical Associate
	Associate Director, Computer Infrastructure Support Services	1/10/2005	3/1/2007	50351	\$67,716.00	Information Technology Manager/Administrative Coordinator
	Instructional Technology Systems Manager	3/1/1997	4/10/2000	50257	\$53,676.00	Graphic Designer Series
	Assistant Director of Development	1/12/2012	4/8/2013	50106	\$40,008.00	Development Officer
	Assistant Director of Development, Marketing, Community Relations & Web Technology	6/1/2005	9/7/2009	50262	\$38,304.00	Publicity/Promotion Specialist
	Instructional Technology Systems Manager--Web Developer	9/25/2006	9/25/2006	50350	\$39,060.00	Information Technology Technical Associate
	Instructional Technology Systems Manager--Production Coordinator	8/15/2005	8/15/2005	50322	\$53,988.00	Information Technology Technical Associate or Information Technology Manager/Administrative Coordinator
	Assistant Director for Technology	5/15/2006	5/15/2006	50239	\$59,268.00	Broadcasting Engineer Series
	University Farms Coordinator	1/17/2012	1/17/2012	50301	\$54,996.00	Agricultural Research Technician Series
	Assistant Director for Study Abroad	8/1/2009	8/1/2009	50192	\$49,692.00	Study Abroad Assistant Director
	Desktop and Mobile Computing Specialist	6/20/1994	6/20/1994	50287	\$57,000.00	Information Technology Support Associate or Information Technology Technical Associate
	Assistant Director of Development	7/1/2008	7/1/2008	50108	\$53,580.00	Development Officer
	Assistant Director of Student Activities for Leadership & Service	8/1/2011	8/1/2011	50036	\$39,972.00	Program Coordinator Series or Program Director Series
	Instructional Technology Systems Manager	4/10/2000	4/10/2000	50260	\$34,272.00	Graphic Designer Series
	Director for Marketing & Promotions/Assistant Director of Development	5/14/2012	5/14/2012	50386	\$39,996.00	Publicity/Promotion Specialist

**State Universities Civil Service System
Western Illinois University
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
██████████	Instructional Technology Systems Manager	2/21/2008	2/21/2008	50369	\$49,896.00	Instructional Development Specialist or Information Technology Support Associate
██████████	Instructional Technology Systems Manager--Multimedia Specialist	1/1/2004	1/1/2004	50206	\$41,448.00	Information Technology Technical Associate or Media Systems Series
██████████	Director, Casa Latina Cultural Center	8/13/2012	8/13/2012	50035	\$55,020.00	Program Director Series
██████████	Instructional Technology Systems Manager	9/28/2009	9/28/2009	50382	\$38,316.00	Instructional Development Specialist or Information Technology Support Associate
██████████	Instructional Technology Systems Manager--Application Developer	1/2/2013	1/2/2013	50407	\$40,008.00	Information Technology Technical Associate
██████████	Instructional Technology Systems Manager--Desktop and Mobile Computing Specialist	4/1/1998	7/1/1999	50264	\$48,276.00	Information Technology Support Associate
██████████	Assistant Director of Residential Administration	11/1/2001	7/1/2012	50417	\$51,252.00	Housing Administration Series
██████████	Instructional Technology Systems Manager	10/1/2008	10/1/2008	50380	\$46,284.00	Information Technology Support Associate
██████████	Assistant Director	6/15/2012	6/15/2012	50388	\$37,440.00	Fitness and Aquatics Aide
██████████	Assistant Director of Admissions	9/6/2011	9/6/2011	50097	\$41,004.00	Admissions and Records Series
██████████	Instructional Technology Systems Manager--Compressed Network Specialist	6/1/1992	7/1/1997	50265	\$50,928.00	Information Technology Technical Associate or Instructional Media Systems Series
██████████	Assistant Director of Marketing & Communications	10/1/2012	Unknown	50413	\$39,996.00	Publicity/Promotion Specialist
██████████	Instructional Technology Systems Manager	2/1/2009	2/2/2009	50268	\$56,796.00	Information Technology Technical Associate
██████████	Admissions Counselor	7/23/2012	7/23/2012	Unknown	\$40,704.00	Program/Student Advisor or Admissions and Records Series
██████████	Assistant Director of the Veterans Resource Center	9/8/2005	9/8/2005	50125	\$42,300.00	Program/Student Advisor
██████████	Assistant Director, Quad Cities Graduate Studies	1/15/2013	1/15/2013	50326	\$42,000.00	Graduate School Specialist
██████████	Instructional Technology Systems Manager--Resource Assistant	10/30/2006	10/30/2006	50349	\$36,744.00	Information Technology Support Associate
██████████	Assistant Director of Athletics for Media Services	12/1/2009	12/1/2009	50070	\$44,052.00	Sports Information Director Series
██████████	Instructional Technology Systems Manager--Animator	8/1/2001	8/1/2001	50267	\$49,020.00	Graphic Designer Series
██████████	Development Director, College of Business and Technology	12/4/2006	12/4/2006	50340	\$57,396.00	Development Officer
██████████	Assistant Director	8/1/2005	8/1/2005	50181	\$40,296.00	Fitness and Aquatics Aide
██████████	Admissions Counselor	8/1/2012	8/1/2012	Unknown	\$40,704.00	Program/Student Advisor or Admissions and Records Series
██████████	R & I Consultant/Desktop and Mobile Computing Specialist	3/1/2004	3/1/2004	50214	\$49,128.00	Information Technology Support Associate or Information Technology Technical Associate
██████████	Assistant Director of Residential Facilities	6/13/2012	6/13/2012	50115	\$50,004.00	Business/Administrative Associate
██████████	Instructional Technology Systems Manager--Production Coordinator	6/16/2008	6/16/2008	50406	\$57,876.00	Information Technology Technical Associate or Information Technology Manager/Administrative Coordinator
██████████	Instructional Technology Systems Manager	8/1/2001	11/29/2004	50296	\$47,136.00	Instructional Development Specialist
██████████	Instructional Technology Systems Manager	7/13/2009	7/13/2009	50314	\$44,532.00	Instructional Development Specialist
██████████	Instructional Technology Systems Manager--Production Coordinator	9/1/1997	7/1/2002	50270	\$56,388.00	Information Technology Technical Associate or Information Technology Manager/Administrative Coordinator
██████████	Admissions Counselor	9/1/2005	9/1/2005	Unknown	\$47,628.00	Program/Student Advisor or Admissions and Records Series
██████████	Assistant Director, School of Graduate Studies	7/1/2012	7/1/2012	50216	\$61,500.00	Program/Student Advisor or Graduate School Specialist
██████████	Instructional Technology Systems Manager	5/16/2001	1/1/2002	50272	\$55,164.00	Instructional Development Specialist or Information Technology Manager/Administrative Coordinator
██████████	Instructional Technology Systems Manager--Production Coordinator	9/1/1997	10/1/2001	50273	\$60,840.00	Information Technology Manager/Administrative Coordinator
██████████	Assistant to the Vice President	6/22/2012	6/22/2012	50011	\$59,580.00	Administrative Assistant or Administrative Aide
██████████	Instructional Technology Systems Manager--Application Developer	1/27/2010	1/27/2010	50210	\$41,436.00	Information Technology Technical Associate
██████████	Instructional Technology Systems Manager--Web Developer	12/1/2000	12/1/2000	50275	\$50,064.00	Information Technology Technical Associate
██████████	Instructional Technology Systems Manager--Generalist	11/28/2011	11/28/2011	50274	\$42,000.00	Information Technology Support Associate
██████████	R & I Consultant/Support Technician	11/14/2011	11/14/2011	50271	\$34,008.00	Information Technology Support Associate

State Universities Civil Service System
Western Illinois University
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 Counselor	9/1/2011	9/1/2011	Unknown	\$40,704.00	Program/Student Advisor or Admissions and Records Series
	Instructional Technology Systems Manager--Application Developer	5/29/2007	5/29/2007	50407	\$40,704.00	Information Technology Technical Associate