

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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August 13, 2015

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Northern Illinois University. The audit period tested was September 1, 2012 through September 30, 2014. 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 Northern Illinois University 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.

Bruce J. Finne  
Interim Executive Director

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# Northern Illinois University Final Audit Report

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## State Universities Civil Service System Compliance Audit

August 13, 2015

Audit Period

September 1, 2012- September 30, 2014

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Prepared by:

Lucinda M. Neitzel

Assistant Director, Audit and Advisory Services

**Northern Illinois University**  
**Final Audit Report**

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

## **Northern 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 September 23-26, 2014. A Formal Exit conference was conducted on July 15, 2015 and provided an opportunity for the Employer to discuss both the Material and Non-Material findings contained in the initial Draft Audit Report. 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, Audit and Advisory Services Division, were directly responsible for conducting various aspects of the audit:

**Lucinda Neitzel, Assistant Director, Audit and Advisory Services**

**Jeff Brownfield, Assistant Director, Classification, Compensation, and Examination**

**Danielle Routh, Program Coordinator, Audit and Advisory Services**

**Northern Illinois University**  
**Final Audit Report**

**Executive Summary**  
**YEAR ENDED--FY2015**

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	1
Repeated findings from previous audit®	1®

**SCHEDULE OF MATERIAL FINDINGS**

<b><u>Item</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
		<b>FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT)</b>
NIU FY15-01	5	Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications®

**Northern Illinois University**  
**Final Audit Report**

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

**NIU FY15-01** 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 focused sample and review of approximately eighty-five (85) position descriptions, including on-site interviews with various exempted employees, it was determined that sixty-one (61) 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 the majority of these positions more appropriately correspond to the civil service Information Technology custom classifications, Program/Student Advisor, Publicity-Promotion Specialist, Instructional Development Specialist, Development Officer, Financial Aid, or other Admission and Records Series classifications.

**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. Additionally, it appears that routine reviews and updates of some position descriptions do not occur on a regular or routine basis. An additional finding related to the position description update log is cited separately in this report.

**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 FY2013 Biennial Compliance Audit, the Auditor selected a sample of one-hundred (100) Principal Administrative Appointment (PAA) position descriptions and determined that fifty-one (51) exempted positions in the 36e(3) category were performing duties matching the specifications for various Civil Service classifications. Additionally, the Auditor selected a sample of forty-one (41) exempted positions in the Teaching, Research, and Extension Faculty category and determined that nine (9) of those positions were performing duties matching the specifications for various Civil Service classifications.

During the FY2011 Biennial Compliance Audit, the Auditor selected a sample of approximately one-hundred and ten (110) position descriptions, and identified fifty-one (51) exempted

positions that appeared to be performing duties and responsibilities comparable to those found in Civil Service classifications. [Finding Code NIU FY13-01, pages 5-22; and NIU FY11-01, pages 5-7].

**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.

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. The Employer is asked to re-examine internal job analysis protocols to insure proper position description maintenance and analysis to validate exemption determinations.

*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 Celeste Latham, Associate Vice President for University Human Resources:**

As the System Office noted during the audit, the review of the Principal Administrative Appointments was a targeted selection and therefore it is not surprising that it resulted in a high percentage of positions that match civil service classifications, especially classifications that have been revised in recent years by SUCSS or in some cases after the individual in the selected positions were hired.

Northern Illinois University has procedures in place to evaluate job descriptions associated with 36(e) established positions and continues to update those protocols as necessary. As updated positions are received, they are reviewed for proper classification and exemption. Positions found to meet the specifications of the recommended Civil Service classifications are flagged and the position transitioned to Civil Service upon the departure of the employee and reevaluation of the duties. The University has been diligent in this practice. The continuous revisions to classifications to modernize the system, while understandable and necessary, should not then result in audit findings on positions that were exempted prior to the specification update. For those positions identified in the audit, the University will utilize existing procedures to evaluate the job descriptions as the positions become vacant and will continue to augment these procedures to assure processing review and oversight.

Following is the Employer's response to each position cited in Appendix A:

Position Number(s)	University Response
35460 and 35370	Positions appear to have been properly exempted in 2008 prior to SUCSS updating the recommended classifications, which was done in 2012 and 2014. A national search was conducted for one of these positions that would not have been possible until the recent statute change. The position will be evaluated once it becomes vacant.

4746	Position was exempted given the high level duties and services provided to both internal and external parties. The position will be evaluated once it becomes vacant.
36892	Position was refilled as PAA prior to receipt of the audit, after reviewing the updated job description and conversations with the applicable hiring department regarding credentials needed to maintain external grant funding. The position will be evaluated once it becomes vacant.
35740, 4354, 35384, and 4103	Positions appear to have been properly exempted when the department requested the position be refilled largely because of the level of duties and the university's utilization of the admissions and records series. The program advisor was not revised until 2013 and the 1987 specification did not include the duties noted in the positions. The position will be evaluated once it becomes vacant.
4250, 28912, 4873, 4992, 33856, 36822, 5047, 5026, and 33663	Positions became vacant after the audit. The positions will be evaluated.
4700 and 4196	Positions appear to have been properly exempted in 2012 and 2004 prior to SUCSS updating the recommended classification, which was done in 2012 and 2014. The position will be evaluated once it becomes vacant.
33667	The position will be evaluated once it becomes vacant.
4281	This position appears to have been properly exempted at the time of hire because of the inclusion of the complex operations and work with external law clinics and partnerships in the community. The position will be evaluated once it becomes vacant.
4553	The position will be evaluated once it becomes vacant.
4655	Development positions at the University level have a higher level of expectation and duties than what is reflected in the civil service classification, especially in areas of confidentiality, financial risk, and resource management. Therefore, the position appears to have been properly exempted. The University would like to see this type of position included in the standard titles provided by the SUCSS and not as a civil service classification.
36254	The position will be evaluated once it becomes vacant.
4473	The position will be evaluated once it becomes vacant.
36411	The position appears to be properly exempted after reviewing the job description and conversations with the applicable hiring department regarding credentials needed to maintain external grant funding
35338	Position appears to have been properly exempted in 2011 prior to SUCSS introducing the new classification in 2013. The position will be evaluated once it becomes vacant.

4026	Position appears to have been properly exempted in 1999 prior to SUCSS updating the recommended classifications in 2006 and 2003 respectively. The position will be evaluated once it becomes vacant.
36304 and 4861	The positions will be evaluated once they become vacant.
36820, 34645, and 34789	These positions were exempted based on earlier conversations with the Systems Office and the level of authority they have with external granting agencies. Additionally, general knowledge and/or display of expertise is required in the applicable discipline for the proposal development specialists.
34048	The position will be evaluated once it becomes vacant.
4076	Position and person were transferred to civil service in October 2014 due to change in duties.
4706, 4465, 4120, 5010, 4516, 4984, 4537, 4698, 27064, 4760, 4962, 4895, 30236, 4770, and 5025	A large portion of these positions are under review as part of our development of revised job families for the Information Technology area. Those that are not part of this process were previously flagged to be evaluated at the time of vacancy.
1293	Position appears to have been properly exempted in 2006 prior to SUCSS updating the recommended classifications in 2010. The position will be evaluated once it becomes vacant.
5013	The position was exempted in 2012 after review of the information in the job description and additional information provided by the department. It was determined that the position did not fit the civil service classification. Given the finding, the position will be evaluated once it becomes vacant.
4297	Position appears to have been properly exempted in 2010 prior to SUCSS updating the recommended classifications in 2011. The position will be evaluated once it becomes vacant.
33909	Position was vacated after the audit and was refilled as a counselor position due to unit restructuring.
36390	The position will be evaluated once it becomes vacant.
32511	Position was vacated after the audit and was refilled. Given the position's level and the compliance requirements with NCAA and the need to search in national pool for experienced individuals, the university believes the position is properly exempted. The position will be evaluated once it becomes vacant.
4751	Given the position's level and the compliance requirements with NCAA, the university believes the position is properly exempted. We have noted SUCSS concerns and the position will be evaluated once it becomes vacant.

4638	Position appears to have been properly exempted in 2011 prior to SUCSS updating the recommended classifications in 2013. The position will be evaluated once it becomes vacant.
4080	Position appears to have been properly exempted in 2011 prior to SUCSS updating the recommended classifications. There is a need with these types of positions to conduct national searches and tailor credentials to be attractive to external funding agencies. The position will be evaluated once it becomes vacant.
4846	Position appears to have been properly exempted in 2014 as the search started prior to SUCSS updating the recommended classifications in 2014. The position will be evaluated once it becomes vacant.
36612	Position appears to have been properly exempted in 2011 prior to SUCSS updating the recommended classifications in 2014. The position will be evaluated once it becomes vacant.
4217	Position appears to have been properly exempted in 2012 prior to SUCSS updating the recommended classifications in 2014 and 2012 respectively. The position will be evaluated once it becomes vacant.
4606	Position appears to have been properly exempted in 2005 prior to SUCSS updating the recommended classifications. The position will be evaluated once it becomes vacant.
35942	The position will be evaluated once it becomes vacant.
34205	The position will be evaluated once it becomes vacant.
4806 and 34715	The positions will be evaluated once they become vacant.
4750	Position appears to have been properly exempted in 2005 prior to SUCSS updating the recommended classification. The position will be evaluated once it becomes vacant.

**Additional Auditor Comments:**

The Employer indicates in their administrative response that several of the positions cited in **Appendix A** had been previously exempted by the Employer prior to updates to the recommended Civil Service classification specifications. While this may be the case, positions designated as exempt from Civil Service regulatory requirements by the Employer must also be validated during each biennial audit, as directed in the Exemption Procedures Manual. Therefore, to retain or originally designate a position as exempt from Civil Service regulations simply because it met exemption standards several years ago does not conform with any standard business process regarding the management of a complex, ever-changing personnel system.

As the System Office has continually emphasized, the cornerstone of accurate position control and management lies with the proper administration and maintenance of the position description, whether the position is designated as Civil Service or Exempt. In this respect, it is important to note that if exempt positions were to remain exempt over the course of several years, even though the Civil Service classification plan is continuing to change and evolve, there would be no procedural requirement to update exempt position descriptions on a triennial basis to accurately capture the overall scope and actual job duties being performed.

Again, 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. Therefore, 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 the 'standard' exemption titles.

**State Universities Civil Service System  
Northern Illinois University  
FY2015 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
██████████	Information Technology Coordinator	2/19/2001	6/1/2003	5010	\$64,374.00	Information Technology Technical Associate
██████████	Sponsored Programs Award Coordinator	1/17/2012	1/17/2012	36820	\$46,999.92	Grants and Contracts Administrator Series
██████████	Assistant Director, Outreach Communications	2/1/2007	9/1/2012	4553	\$56,397.60	Desktop Publisher/Coordinator Series or Graphic Design Series
██████████	Information Systems Manager	6/1/1995	9/16/1995	4516	\$68,900.88	Information Technology Technical Associate
██████████	Information Technology Coordinator	11/16/2000	11/16/2000	4984	\$75,427.20	Information Technology Technical Associate
██████████	Manager of Information Services	11/20/1998	8/16/1999	4770	\$60,238.32	Information Technology Technical Associate
██████████	Director of Community Engagement	6/16/2014	6/16/2014	4846	\$45,000.00	Publicity-Promotion Specialist
██████████	Specialist/Outreach and Communication Coordinator	4/1/2008	7/1/2011	36612	\$37,500.00	Publicity-Promotion Specialist
██████████	Information Systems Manager	7/1/1998	7/1/1998	4537	\$76,409.04	Information Technology Technical Associate
██████████	Assistant Director of Residential Community Standards	7/1/1999	7/1/2005	4750	\$48,605.04	Student Conduct Programs Series
██████████	Information Technology Coordinator	3/1/2001	3/1/2001	4698	\$59,086.56	Information Technology Technical Associate
██████████	Licensed Clinical Social Worker	8/1/2009	8/1/2009	33909	\$47,160.24	Medical Social Consultant
██████████	Applications Support Specialist	11/1/2002	11/1/2002	27064	\$78,918.00	Information Technology Technical Associate
██████████	Applications Support Specialist	5/1/2000	5/1/2000	4760	\$71,669.76	Information Technology Technical Associate
██████████	Technical Services Coordinator	10/16/2004	10/16/2004	4465	\$52,829.28	Information Technology Support Associate
██████████	Assistant Director of Operations and Accounts	11/16/2008	5/16/2011	4861	\$44,587.68	Financial Aid Advisor Series, Accountant Series, or Accounting Associate
██████████	Associate Director of Admissions - Processing	9/1/2012	9/1/2012	4250	\$48,000.00	Admissions and Records Series
██████████	Funding Development Coordinator	10/1/2013	10/1/2013	36254	\$50,872.08	Development Officer or Business/Administrative Associate
██████████	Assistant to the Vice President and Enrollment Management	2/1/1990	1/1/2012	4217	\$67,649.04	Publicity-Promotion Specialist or Administrative Assistant
██████████	Assistant to the Coordinator of Communication and Chapter Development	6/1/2008	6/1/2008	35460	\$41,521.20	Administrative Aide or Publicity-Promotion Specialist
██████████	Assistant Director/Admissions Counselor	8/16/2013	8/16/2013	35740	\$35,000.16	Admissions and Records Series or Program/Student Advisor
██████████	Assistant Director	9/15/1999	7/16/2005	34048	\$51,233.76	Human Resource Associate
██████████	Special Projects Director	6/1/2013	6/1/2013	33667	\$32,004.00	Athletic Business Manager or Office Support Series
██████████	Director of the Northern Fund	7/24/2011	7/24/2011	4655	\$42,000.00	Development Officer
██████████	Coordinator, External and Global Programs	10/1/1990	1/16/2005	4606	\$45,637.44	Publicity-Promotion Specialist or Special Events Facilitator
██████████	Assistant Director/Admissions Counselor	9/1/2013	9/1/2013	4354	\$35,000.16	Admissions and Records Series or Program/Student Advisor
██████████	Research Development Specialist	1/1/2012	3/16/2012	34645	\$48,000.00	Grants and Contracts Development Specialist
██████████	Assistant Director - Membership	10/3/2011	5/1/2012	4700	\$44,635.20	Assistant Director of Alumni Relations
██████████	Director of Donor Relations	9/1/2003	3/7/2005	33856	\$52,531.44	Development Officer or Business/Administrative Associate
██████████	Assistant Costume Shop Manager/Cutter-Draper	8/16/2013	8/16/2013	4873	\$28,000.08	Costumer Series or Theatrical Stitcher
██████████	Assistant Director for Campus Recreation, Outdoor Adventures	10/16/2010	10/16/2010	4297	\$41,000.16	Intramural and Recreation Coordinator



**State Universities Civil Service System  
Northern Illinois University  
FY2015 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
██████████	Media Production Manager	4/1/2000	10/1/2006	1293	\$57,266.16	Instructional Development Specialist
██████████	Applications Support Specialist	5/19/1988	3/6/1999	4706	\$61,416.00	Image Processing Technician IV
██████████	Assistant Director of Student Services	3/1/2010	2/1/2013	36304	\$38,000.16	Financial Aid Advisor Series
██████████	Research Development Specialist	1/5/2011	1/5/2011	34789	\$49,050.00	Grants and Contracts Development Specialist
██████████	Director of Alumni Events and Public Relations	8/16/1996	12/1/2004	4196	\$63,061.44	Assistant Director of Alumni Relations or Publicity-Promotion Specialist
██████████	Access Coordinator	8/16/2011	8/16/2011	4080	\$38,000.00	Program/Student Advisor or Program Coordinator Series
██████████	Applications Support Specialist	10/1/2000	10/1/2000	4962	\$65,985.60	Information Technology Technical Associate
██████████	Outreach and Engagement Associate	12/1/2010	12/1/2010	36390	\$36,000.00	Office Support Series
██████████	Directory Services Engineer	7/5/2000	7/5/2000	4895	\$63,132.24	Information Technology Technical Associate
██████████	Research Associate	4/16/2013	4/16/2013	36411	\$44,000.16	Educational Program Evaluation Coordinator or Institutional Research Data Specialist/Coordinator
██████████	Admissions Counselor	10/25/2010	10/25/2010	35384	\$34,850.40	Admissions and Records Series or Program/Student Advisor
██████████	Assistant Director - Alumni Affairs	7/1/2009	7/1/2010	28912	\$46,100.40	Assistant Director of Alumni Relations, Publication Series, or Desktop Publisher/Coordinator
██████████	Director of Budgets and Records	1/16/2001	10/16/2010	4281	\$64,385.76	Business/Administrative Associate or Administrative Assistant
██████████	Athletics Media Coordinator	12/9/2010	12/9/2010	4806	\$36,900.00	Sports Information Director Series or Publicity-Promotion Specialist
██████████	Assistant Director-Development	1/15/2014	1/15/2014	4473	\$55,002.00	Development Officer or Business/Administrative Associate
██████████	Scientific IT Coordinator	11/13/2000	11/13/2000	4120	\$57,350.88	Information Technology Support Associate
██████████	NCAA Compliance Coordinator	6/1/2013	6/1/2013	32511	\$33,000.00	Office Support Series or Administrative Aide
██████████	Assistant Director of Orientation	6/1/2011	6/1/2011	4638	\$39,000.00	Program/Student Advisor
██████████	Basketball Operations Director	6/1/2013	6/1/2013	4751	\$40,002.00	Office Support Series or Administrative Aide
██████████	Microsoft Systems Engineer	1/1/2002	1/1/2002	5025	\$52,281.84	Information Technology Technical Associate or Information Technology Support Associate
██████████	Conference Coordinator	1/5/1987	3/1/1999	4026	\$29,787.92	Events Administrator Series or Special Events Facilitator
██████████	Athletics Media Coordinator	11/6/2006	11/6/2006	34715	\$41,268.00	Sports Information Director Series or Publicity-Promotion Specialist
██████████	Senior Assistant Director	12/2/1996	12/2/1996	4103	\$44,679.36	Admissions and Records Series or Program/Student Advisor
██████████	Emergency Management and Planning Coordinator	2/16/2011	2/16/2011	35338	\$53,549.52	Emergency Management Coordinator
██████████	Football Equipment Specialist	4/24/2013	4/24/2013	34205	\$52,002.00	Sports Equipment Supervisor
██████████	Coordinator, National English Honor Society	8/1/2008	8/1/2008	35370	\$36,246.72	Administrative Aide or Publicity-Promotion Specialist
██████████	Web Content Designer	7/16/2001	7/16/2001	30236	\$59,359.20	Information Technology Technical Associate
██████████	Assistant to the Vice President and Provost	10/1/2005	6/16/2014	4746	\$72,000.00	Administrative Assistant or Administrative Aide
██████████	Specialist--Managing Editor	7/16/2010	7/16/2010	35942	\$51,250.08	Radio Station Production Supervisor or Broadcast News Specialist
██████████	Associate Director	5/1/2012	5/1/2012	36892	\$45,000.00	Administrative Assistant or Administrative Aide