STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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

James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

November 17, 2015

Dr. Karen Hunter-Anderson
Executive Director
Illinois Community College Board

Ms. Ellen Andres
Interim Director for Human Resources
Designated Employer Representative
Illinois Community College Board

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

The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at the Illinois Community College Board. The audit period tested was August 1, 2013 through July 31, 2015. We are pleased to inform you that there are no findings being issued for this reporting period. Those personnel charged with this compliance responsibility are to be commended for their business practices leading to this excellent report.

On behalf of the audit team, we thank you and the human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any topic related to the audit or audit process is desired, please call Lucinda M. Neitzel at (217) 278-3150 ext. 236.

At this time, we would like to also ask for your questions, comments, or suggestions for improvement regarding the audit process by having your Human Resource audit contact person complete and return the attached Audit Process Survey. This Survey can also be found at the following website address: http://www.sucss.illinois.gov.

Jeff Brownfield
Executive Director

Illinois Community College Board
Final Audit Report

State Universities Civil Service System Compliance Audit

November 17, 2015

Audit Period
August 1, 2013 to July 31, 2015

Prepared by:

Lucinda M. Neitzel
Assistant Director,
Classification, Examination & Compensation

Illinois Community College Board
Final Audit Report

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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 October 23, 2015.

OVERVIEW

The following Human Resource activities were reviewed and utilized in performing this regulatory compliance audit activity:

- **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 were directly responsible for conducting various aspects of the audit:

Lucinda Neitzel, Assistant Director, Classification, Examination & Compensation
Amanda Zucco, Human Resource Associate

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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

Number of	**This Report**
Findings	0
Repeated findings from previous audit®	0