

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

July 31, 2015

1. Welcome and Introductions
 - a) HR Directors Survey

2. Update on HB 3102 (“Rule of Three”) – Public Act 99-0072
 - a) Bill status/Effective Date
 - b) Proposed rule revision to section 250.60
 - c) Procedure Changes
 - d) General Discussion Points

3. Update on Proposed Rule Change to section 250.50 (Residency)
 - a) Modifications to original proposal
 - b) Classes/positions impacted
 - c) Procedure Changes
 - d) Effective Date

4. Update on the Police Series Assessment Center Revisions

5. Discussion of University System Legal Counsel serving as Hearing Officer in discharge/demotion cases

6. Report of the Executive Director
 - a) HR Issues
 - b) Agency Budget/Staffing Update
 - c) Classification Plan Update
 - I. Elimination of typing requirements
 - II. Clerk and Office Support Series Revisions
 - III. Deletion of Police Corporal
 - IV. Deletion of old/unused classifications
 - d) Audit Program Update
 - e) Legal update

7. Other items as presented
 - a) Next meeting is scheduled for Friday, October 30, 2015
 - b) Search Committee for the Executive Director

1) Welcome and Introductions

- Bruce to welcome the members and give a brief background of himself
- Discussion regarding the HR Directors Survey

2. I trust and have confidence in SUCSS:

	Always	Very Often	About Half of the Time	Rarely	Never	No Opinion
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auditing process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classification administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Examination and IT support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exemption procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Separation/Discharge process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pay administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. My overall experience working with SUCSS is:

Very Poor  Excellent
 About average

Not Applicable

4. Comments on Customer Service

5. I believe that SUCSS:

	Always	Very Often	About Half the Time	Rarely	Never	No Opinion
Responds in a timely manner	<input type="radio"/>					
Provides accurate responses	<input type="radio"/>					
Clearly articulates responses	<input type="radio"/>					
Provides ample notification of changes	<input type="radio"/>					
Communicates openly and honestly without hidden agendas	<input type="radio"/>					
Follows up in writing from verbal commitments	<input type="radio"/>					

6. Comments on Communication

7. SUCSS provides a reasonable amount of time between:

	Always	Very Often	About Half the Time	Rarely	Never	No Opinion
Onsite audit and the final report	<input type="radio"/>					
Draft to final audit report	<input type="radio"/>					

8. Has the sample size for audits been consistent over the past five years?

- Yes
- No
- Don't know

9. Please explain your answer.

10. SUCSS auditors are:

	Always	Very Often	About Half the Time	Rarely	Never	No Opinion
Courteous	<input type="radio"/>					
Prompt with responses	<input type="radio"/>					
Collaborative	<input type="radio"/>					
Knowledgeable	<input type="radio"/>					
Consistent	<input type="radio"/>					
Fair and impartial	<input type="radio"/>					

11. Have you participated in a SUCSS audit?

- Yes
- No
- Don't Know

12. The audit report contained findings for issues that had been previously resolved between SUCSS and your institution between audit periods.

- Yes
- Know
- Don't Know

13. Comments about Auditing

14. How satisfied are you with the following?

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Not applica
Wage/Salary submission	<input type="radio"/>					
Custom classifications, specifications, requirements, and register process	<input type="radio"/>					
Classification review/revision process	<input type="radio"/>					
Timelines of specialty factor (reviews/approvals)	<input type="radio"/>					
Variety of classifications available for use	<input type="radio"/>					

15. How satisfied are you with the following?

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Not applicabl
Concept and features of the custom classes	<input type="radio"/>					
Your ability to select, track and enforce specialty factors in custom classes	<input type="radio"/>					
Classification plan for your institution/campus	<input type="radio"/>					
System meetings to develop the classification plan	<input type="radio"/>					
System communications to develop the classification plan	<input type="radio"/>					
Status notices about the classification plan	<input type="radio"/>					

41 _____ 2/14/14 ▶

16. Comments about Classification Specification Classes

17. How satisfied are you with the effectiveness of the following examination tools to accurately increase an applicants skills?

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Not applicable
Knowledge examinations	<input type="radio"/>					
Credential assessments	<input type="radio"/>					
Skills tests	<input type="radio"/>					

18. Comments about Examination Support

19. What areas of the SUCSS website do you visit most frequently?

	Always	Very Often	About Half the Time	Rarely	Never	Does Not Apply
Merit Board	<input type="radio"/>					
Advisory Committees	<input type="radio"/>					
Classification Pan	<input type="radio"/>					
Departments	<input type="radio"/>					
Legal Services	<input type="radio"/>					
Employment/Testing	<input type="radio"/>					
Reports/Publications	<input type="radio"/>					
Rules & Procedures	<input type="radio"/>					

20. How would you characterize the usefulness of the SUCSS website?

- Very Helpful
- Helpful
- Average
- Unhelpful
- Very Unhelpful
- Don't use

21. Comments on the SUCSS webiste

22. Rate the following recommendations for SUCSS in your priority order.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Have better communication and transparency

Allow more flexible hiring procedures

Have consistent application of rules and procedures

Change auditing cycle to every three or more years

Improve response time for audit reports

Provide better testing tools that are applicable to today's labor market and technology

Improve collaboration with institutions to help meet their individual needs and objectives

Remain neutral amongst various stakeholders when executing SUCSS statutory responsibilities

Provide institutions the flexibility and autonomy they need to attract and retain talent for a sustainable workforce

Take the lead to propose statutory changes to modernize the system's rules and procedures to be current with today's employment market

23. What are your top three suggestions, in priority order, for SUCSS to better meet your needs?

1

2

3

24. Final Comments

Demographics

25. What institution or campus do you represent?

26. How many years have you directly interacted with SUCSS staff?

- Have not interacted with SUCSS staff
- One to three years
- Four to six years
- Seven to ten years
- More than ten years

Thank You!

Thank you for taking our survey. Your response is very important to us.

2) Update on HB 3102 ("Rule of Three")

- Public Act 99-0072 or HB 3102 was signed by the Governor on July 20, 2015
- Public Act 99-0072 is effective January 1, 2016
- Proposed rule revisions – Merit Board will approve on August 19, 2015 for 1st Notice Period.

Possible Revisions include:

- Revise section 250.60(d)(3) to clarify the process and requirements to interview candidates, including multiple-interviews for same/similar positons;
 - Revise section 250.60(d)(4) to change to three scores;
 - Revise section 250.60(d)(5) to clarify language to allow to cancel 'search'; and
 - Revise section 250.60(d)(9) to edit, update and allow for specialty factors on current position/incumbent (*match rule to current procedures*)
- Proposed procedure changes
 - Employment and Separation – section 1.5, Certification
 - Classification – section 4.1, Specialized Positon Certification



Illinois General Assembly

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Bills & Resolutions

Bill Status of HB3102 99th General Assembly

Compiled Statutes

[Full Text](#) [Votes](#) [View All Actions](#) [Printer-Friendly Version](#)

Public Acts

Legislative Reports

Short Description: UNIV CIVIL SERVICE-RULE OF 3

IL Constitution

Legislative Guide

House Sponsors
Rep. [Carol Ammons](#)

Legislative Glossary

Senate Sponsors
(Sen. [Scott M. Bennett](#) and [Michael Noland](#))

Search By Number
(example: HB0001)

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Last Action

Date	Chamber	Action
7/20/2015	House	Public Act 99-0072

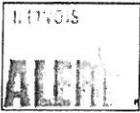
Search By Keyword

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Statutes Amended In Order of Appearance

- [110 ILCS 70/36h](#) from Ch. 24 1/2, par. 38b7
- [110 ILCS 70/36j](#) from Ch. 24 1/2, par. 38b9

[Advanced Search](#)



Synopsis As Introduced

Amends the State Universities Civil Service Act. In provisions concerning appointments and promotions, changes references from the Director of the University Civil Service Merit Board to the Executive Director of the University Civil Service Merit Board. Provides that if a position needs to be filled, the Executive Director shall certify to the employer the names and addresses of the persons with the 3 highest scores on the appropriate register (instead of the names and addresses of the 3 persons standing highest on the appropriate register); makes related changes. Provides that if a superior position in the promotional line is to be filled, the Executive Director shall certify to the employer, in the order of their seniority, the names and addresses of the persons with the 3 highest scores on the appropriate promotional register (instead of the names and addresses of the 3 persons standing highest upon the appropriate promotional register). Removes language that provides that sex shall be disregarded except when the nature of the position requires otherwise.

Actions

Date	Chamber	Action
2/24/2015	House	Filed with the Clerk by Rep. Carol Ammons
2/25/2015	House	First Reading
2/25/2015	House	Referred to Rules Committee
3/10/2015	House	Assigned to Higher Education Committee
3/18/2015	House	Do Pass / Short Debate Higher Education Committee ; 015-000-000
3/19/2015	House	Placed on Calendar 2nd Reading - Short Debate
3/25/2015	House	Second Reading - Short Debate
3/25/2015	House	Placed on Calendar Order of 3rd Reading - Short Debate
4/14/2015	House	Third Reading - Short Debate - Passed 113-000-000
4/14/2015	Senate	Arrive in Senate
4/14/2015	Senate	Placed on Calendar Order of First Reading April 15, 2015
4/16/2015	Senate	Chief Senate Sponsor Sen. Scott M. Bennett
4/21/2015	Senate	First Reading

Public Act 099-0072

HB3102 Enrolled

LRB099 08722 NHT 28890 b

AN ACT concerning education.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The State Universities Civil Service Act is amended by changing Sections 36h and 36j as follows:

(110 ILCS 70/36h) (from Ch. 24 1/2, par. 38b7)
Sec. 36h. Appointment.

(1) Whenever an employer covered by the University System has a position which needs to be filled, this employer shall inform the Executive Director of the Merit Board. The Executive Director shall then certify to the employer the names and addresses of the ~~three~~ persons with the 3 ~~standing~~ highest scores on the register for the classification to which the position is assigned. The employer shall select one of these persons certified for the position and shall notify the Executive Director of the Merit Board of the ~~his~~ selection. If less than 3 scores ~~three names~~ appear on the appropriate register, the Executive Director shall certify the names and addresses of all ~~the person or persons~~ on the register. ~~Sex shall be disregarded except when the nature of the position requires otherwise.~~

(2) All appointments shall be for a probationary period of no less than 6 months and no longer than 12 months for each class of positions in the classification plan, the length of the probationary period for each class having been determined by the Executive Director, except that persons first appointed to any police department of any university or college covered by the University System after the effective date of this amendatory Act of 1979~~7~~ shall be on probation for one ~~1~~ year. The service during the probationary period shall be deemed to be a part of the examination. During the probationary period, the employee may be dismissed if the employer determines that the employee has failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service. The employer shall notify the Executive Director in writing of such dismissal. If an employee is not so dismissed during his or her probationary period, his or her appointment shall be deemed complete at the end of the period.

(3) No person shall be appointed to any police department of any university or college covered by the University System unless he or she possesses a high school diploma or an equivalent high school education~~7~~ and unless he or she is a person of good character and is not a person who has been convicted of a felony or a crime involving moral turpitude.
(Source: P.A. 86-708.)

(110 ILCS 70/36j) (from Ch. 24 1/2, par. 38b9)
Sec. 36j. Promotions. The Merit Board shall by rules

The following proposed administrative rule change must be considered upon adoption of HB3102.

Change Section 250.60(d) to read as follows:

d. Certification from Registers

1. Reemployment in positions shall be made in accordance with the register, with highest seniority taking precedence. From a reemployment register, the employer shall certify only one name for appointment.
2. From the promotional register or original entry register, the employer shall certify the names of the persons with the three names standing highest scores on the register at the time the vacancy is declared, or as otherwise provided under subsection(d)(3).
3. When ties in scores exist on an original entry register or promotional register for a class, all candidates with a tie score, and hence of the same relative excellence, shall be equally eligible to be considered as one of the available candidates certified from the register. ~~No person on the register shall be eligible or available for certification as one of the three persons standing highest on the register if three or more persons are eligible at a higher score level as a result of tie scores.~~ The employer shall conduct a personal interview with, and shall consider, all candidates certified from the register in this manner prior to making its recommendation for selection, except that a single selecting official for the employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
4. If a total of three names is not available from the promotional register and/or original entry register, the employer shall certify those listed, and in addition may refer enough other candidates so that the employing officer has the choice of three candidates for the position. Such additional candidates as are necessary to provide the employing officer with a choice of three must be qualified for the class of the position to which referred and may be employed in accordance with Section 250.70(b)(1) and Section 250.90(b)(6).
5. A promotional register and/or an original entry register becomes closed for the purpose of certification of the names of candidates to a particular vacant position at a time established by the employer. Once this time has been established, it must become a matter of record, and it cannot be changed unless, when this time is reached, the employer is unable to provide to the selecting official three candidates from the promotional register and/or original entry register, and the selecting official wishes to interview three candidates prior to filling a position, whereupon a new date must be established in accordance with the aforementioned procedure. The selecting official shall interview from the registers, for any one vacancy, in accordance with the provisions of subsection(d)(3).

6. Candidates on an eligible register may be referred concurrently to more than one vacancy in the appropriate class, if in the judgment of the employer the procedure is needed to speed up employment transactions. Total referrals to a vacant position are to be limited to the individuals with the top three scores~~three available candidates~~, or in accordance with the provisions of subsection (d)(3).
7. The name of a candidate on a register, who at the time of induction into military service is an employee of an employer under the University System, shall be placed in suspension until the termination of military service, at which time his/her name shall be reactivated on the appropriate register in the order of his/her score on the original examination, providing the register of the class has not been voided during the period of his/her military leave.
8. In making a selection from among ~~the three names~~ those individuals with the top three scores certified from ~~standing highest on~~ the register, and in accordance with the provisions of subsection (d)(3), the employer shall not discriminate because of race, color, religious or political affiliation, or because of age or sex, when the reasonable demands of the position do not require such a distinction.
9. The Executive Director may authorize specialized position certification for eligible register candidates who possess special and identified qualifications that previously have been established as job-related requirements for a specific position as well as being fully qualified for the class. In this instance, ~~c~~Certification from a register shall be made from the individuals with the top three scores ~~top three scoring candidates~~ who possess the established specialized requirements.

X

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SUCSS : Procedure Manuals : Details

1.5 Certification

Certification is the act of referring candidates from a register for consideration for employment when a vacancy occurs and the date of certification is established (closing of the registers). See Example 1.5a and Example 1.5b.

- a. Candidates on the Reemployment register, one at a time, shall be referred first and offered employment on the basis of seniority.
- b. Once the Reemployment register has been processed, the Promotional register shall be processed and then the Original Entry register.
- c. In the absence of a Reemployment register, an employing department shall have the choice of the top three available candidates.
- d. When ties in scores exist, all available candidates with the tied score shall be certified. No additional candidates need to be referred when 3 or more candidates are certified as the result of a tied score.

Examples of certifications from registers where candidates have tie scores:

Example A	Example B
1st - 100	1st - 100
2nd - 100	2nd - 98
3rd - 100	3rd - 97
4th - 100 Certify 1-4	4th - 97
5th - 99	5th - 97 Certify 1-5
6th - 98	6th - 96

- e. When certifying multiple vacancies in the same class on the same day, the DER certifies from the register the names of the top three available candidates for the class plus one additional candidate for each additional vacancy. The employing departments shall always have the right to interview the top three available candidates for each vacancy.
- f. A candidate certified to more than one position of more than one class would be required to qualify for certification by being one of the top three available candidates on the register for each of the classes involved at the time of referral.
- g. The Employer shall conduct a personal interview with and consider all candidates certified from the register prior to making a recommendation for selection. Except that a single selecting official for the Employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
- h. When there are no available candidates on a register, an applicant may be employed provisionally, pending examination. The person provisionally employed shall be given the opportunity to apply for the examination. Should a provisional employee fail the examination, he/she may remain in the position to which assigned providing no candidate becomes available for appointment.
- i. Referral dates shall be a matter of record. Referral action may be recorded by use of a Certification of Appointment form.
- j. Short-term call-backs from Reemployment Registers.

In the case of immediate needs for short-term recall (5 days or less) of laid-off employees, inability to contact an individual results in a by-pass, and does not count as one of the three offers of appointment. However, it does permit the Employer to pass up a name entitled to be recalled. That is, the Employer cannot be held up on call-backs because they cannot reach the individual called within a time span which will meet operational needs.

An employee on layoff should always keep the Employer informed if he/she cannot be reached for any extended period of time. Call-backs which occur during this period will not be counted against offers of status employment, but, of course, will permit the name to be by-passed and can result in another employee passing him/her in service or seniority.

Reference Civil Service Rule 250.60(d)

Issued 1/1/1999

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SUCSS :: Procedure Manuals :: Details

4.1 Overview

X
For the majority of positions classified in the University System, the Minimum Acceptable Qualifications (MAQs), as specified in the class specifications, are appropriate for testing, referral, and certification purposes. However, the duties and responsibilities associated with some positions are such that incumbents, or candidates for vacancies in these positions, must necessarily possess certain other job-related qualifications *in addition to, or more specific than*, those defined in the class specification. Without these necessary additional qualifications, or requirements, incumbents or candidates for these vacant positions could not be expected to satisfactorily perform in the position. The specific additional qualification(s) required for such positions are called *specialty factor(s)*.

A specialty factor is a specific knowledge, skill, ability, or other work characteristic assigned to a position and is considered basic to and essential for satisfactory performance of the duties and responsibilities of the position and a prerequisite to appointment in the position.

It is important to recognize the difference between specialty factors that represent qualifications necessary for complete and satisfactory performance in a position, as opposed to otherwise *desirable or preferred* qualifications, that represent experience and/or training which may aid in identifying the better-qualified candidates or merely assist in the overall performance in a position. In the latter situation, the desirable or preferred qualifications are not necessary for the candidate to completely and satisfactorily perform the duties and responsibilities of the position and, therefore, may *not* be used as specialty factors.

Employers must request that a specialty factor be attached to any designated position in a classification, whether currently filled or vacant. Authorization for a specialty factor attachment to a position is based on a thorough review of the position duties/responsibilities and its relationship to the specialty factor. In some instances, authorization for a specialty factor is not required. (*See Section 4.3*)

Reference Civil Service Rule 250.60(d)(9)

Revised 8/18/2010

General Discussion Points

IT Functions

System Office

Update and reprogram E-Test

Reprogram Register Functions of E-Test

Campus/Agency IT Functions –

Reprogram Internal Register Programs

Change/update internal or campus policies on referring candidates for vacant positions

General Process/Work Flow

Multiple positions – Refer an additional ‘score’ for each additional position

Communications to applicants, current staff, administrators, etc.

System Website Update to explain changes, provide examples, etc.

3) Update on Proposed Rule Change to 250.50 (Residency)

On November 19, 2014, the Merit Board approved the submission of a proposed rule change to section 250.50 of the Illinois Administrative Code (Code) to be published in the Illinois Register for the First Notice Period. The primary changes to this section of the Code is to allow an expanded pool of candidates for professional positions, consistent with the current employment and occupational trends associated with certain positions, while still requiring specific residency components to be met upon placement into one of these positions. This proposed rulemaking will allow the universities and agencies under the University System to equally consider applicants outside of the state of Illinois for professional, semi-professional, and managerial classifications.

This proposed rulemaking will also provide examination accommodation guidelines and a more specific process to close testing for specific classifications when employment registers are sufficient. The proposed rulemaking was published in the Illinois Register on February 13, 2015. The First 45-day Notice Period ended on March 30, 2015.

Several comments were received during the First Notice Period, with most supporting this change. Several comments suggested a change in the timeframe for an applicant from out of state to establish residency upon appointment. The original proposal set this timeframe at 90 days, while many comments suggested this be moved to 180 days. Based on these comments, we will be asking the Merit Board to modify the original rule change proposal to include this 180 day timeframe requirement. A copy of the revised rule change proposal will be presented to the Merit Board for their approval and submission for the Second Notice Period follows.

The JCAR staff has submitted some questions regarding this proposal. The System office is required to respond to these questions upon submission of this change for the Second Notice Period. A copy of this proposed rule change is provided as a handout.

Examination (250.50) (Residency)

Procedure

Examination Procedures

- 2.3 Verification of Experience Requirements

Employment and Separation

- 1.2 Order of Names of Active Registers (by class)

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STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: State Universities Civil Service System
- 2) Code Citation: 80 Ill. Adm. Code 250
- 3) Section Number: 250.50 Proposed Action:
Amendment
- 4) Statutory Authority: 110 ILCS 70
- 5) Effective Date of Amendment:
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal Published in the Illinois Register: February 13, 2015; 39 Ill. Reg. 2262
- 10) Has JCAR issued a Statement of Objection to this amendment? No
- 11) Differences between proposal and final version:

 In section 250.50(b)(6) the statement "requiring highly technical or professional qualifications" was removed. Also, in section 250.50(b)(6) the "90" calendar days was changed to "180" days.

 In section 250.50(b)(5) the word "disability" was changed to "disabilities"
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace any emergency amendment currently in effect? No
- 14) Are there any amendments pending on this Part? No.
- 15) Summary and Purpose of Amendment: The primary changes to this section of the Code allows for an expanded pool of candidates for positions, consistent with the current

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STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

employment and occupational trends associated with certain professional positions, while still requiring specific residency components to be met upon placement into one of these positions. This rulemaking allows the public universities and agencies under the State Universities Civil Service System to consider applicants outside of the state of Illinois for professional, semi-professional, and managerial classifications. This rulemaking also provides examination accommodation guidelines and a more specific process to close testing for specific classifications when employment registers are sufficient.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Mari Martinelli
Manager, Legal Services and Legal Counsel
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802

Phone: 217/278-3150, ext. 226
Email: marim@succs.illinois.gov

The full text of the Adopted Amendment begins on the next page:

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE A: MERIT EMPLOYMENT SYSTEMS
CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEM

PART 250
STATE UNIVERSITIES CIVIL SERVICE SYSTEM

- Section
- 250.5 Definitions
- 250.10 Purpose, Adoption, and Amendment of Rules
- 250.20 The State Universities Civil Service System and its Divisions
- 250.30 The Classification Plan
- 250.40 Military Service Preference, Veterans Preference
- 250.50 Examinations
- 250.60 Eligible Registers
- 250.70 Nonstatus Appointments
- 250.80 Status Appointments
- 250.90 Probationary Period
- 250.100 Reassignments and Transfers
- 250.110 Separations and Demotions
- 250.120 Seniority
- 250.130 Review Procedures
- 250.140 Delegation of Authority and Responsibilities
- 250.150 Training
- 250.160 Suspension of Rules

AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110 ILCS 70].

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;

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NOTICE OF ADOPTED AMENDMENTS

amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848, effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008; amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 36 Ill. Reg. 6014, effective April 6, 2012; amended at 37 Ill. Reg. 419, effective December 26, 2012; amended at 39 Ill. Reg. _____, effective _____.

Section 250.50 Examinations

- a) Kinds of Examinations. Examinations shall be of two kinds: original entry and promotional. Both kinds shall be open and continuous competitive examinations. For the purpose of this section, an original entry and a promotional examination shall be considered to be one and the same examination.
- b) Eligibility to Compete in Examinations
 - 1) Any citizen or resident of the State of Illinois, who applies for examination in a specific class at a constituent place of employment served by the University System, who is not rejected or disqualified under subsection (c), and who meets the minimum qualifications as prescribed in the class specification, shall be admitted to the examination. For classes requiring valid licenses or certificates, an applicant must show possession of the license or certificate at, or prior to, time of taking the examination. Out-of-state applicants may also be admitted for examination in accordance with conditions outlined in subsection (b)(6).
 - 2) A promotional examination shall be open to a status employee in a place of employment, who is not rejected or disqualified under subsection (c), who meets the minimum qualifications specified in the class specification for a higher class in the appropriate promotional line and who, in addition, is working by virtue of a status appointment, in a position of a lower class in the same promotional line, is on leave of absence from such a position, or is on layoff from such a position.
 - 3) An applicant who fails to meet the minimum qualifications established for the class, but who can offer qualifications that in the opinion of the Executive Director are considered to be compensatory, shall be admitted to the examination for the class. The names of all applicants who pass the examination shall be placed on the appropriate register in order of score.

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- 4) In the absence of a name of a candidate on any existing register for a class, an applicant who does not possess the minimum qualifications for the class and cannot present compensatory qualifications may be admitted with prior approval of the Executive Director to the examination for the class for the purpose of attempting to fill a specific vacancy. The name of an applicant so admitted, and who passes the examination, shall remain on the register only until the specific vacant position has been filled.
- 5) ~~In accordance with the Americans with Disability Act (ADA), any applicant with a recognized disabilities disability may receive an accommodation for any examination maintained by the University System. Such accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Civil Service Act [110 ILCS 70] and Code, and other applicable policies at each employment location. An applicant with a physical handicap who fails a section or sections of an original entry examination because of circumstances directly related to the handicap, who is subsequently employed in the absence of a register, may, after six months of satisfactory service, upon recommendation of an employer and written approval of the Executive Director, be declared exempt from qualifying on the failed section or sections of the examination, in which case he/she shall become a status employee in the position in which he/she has been employed or in another position in the same class.~~
- 6) For classes ~~within the professional, semi-professional, or managerial occupational areas requiring highly technical or professional qualifications for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered~~ ~~there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, out-of-state residents may be admitted to the examination. In these instances when~~ ~~When the Illinois citizenship or residency requirement is waived, out-of state candidates must establish Illinois residency within 18090 calendar days of any employment offer or final appointment in-state candidates shall be listed on the register ahead of out-of-state candidates.~~
- 7) Any applicant may rewrite an examination for a class three times within any twelve month period, with at least one month time lapse between

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every rewrite. The candidate's place on the register for the class shall be determined by the highest score achieved on any examination for the class.

~~A) For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.~~

~~B) The limitations of this Section do not apply to an applicant who fails the typewriting and transcribing sections of an examination.~~

- c) Rejection or Disqualification of Applicants. The employer may reject any applicant; or, after examination, the Executive Director may refuse to certify any candidate who, in addition to requirements specified in Section 36f of the State Universities Civil Service Act [110 ILCS 70/36f] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, ~~abuses intoxicating substances~~~~beverages to excess~~, uses illegal drugs or narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment by an employer under the University System, has maintained an unsatisfactory employment record, has practiced deception or fraud in his/her application, examination, or material pertaining to these, or has committed an offense that in the judgment of the Executive Director disqualifies him/her for employment.
- d) Character of Examinations
- 1) Examinations shall consist of one or more of the following: written test; performance test; oral test; physical test; aptitude test; practical test; other appropriate tests; a rating of experience and training.
 - 2) All examination content shall be provided by the staff of the University System.
 - 3) All examination supplies and materials and all examinations are the property of the University System.
 - 4) An original entry or promotional examination may be revised, with the approval of the Executive Director, without affecting existing original entry or promotional registers for the class, providing the revision does not change the character or weighting of sections of the examination.

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5) ~~Upon approval of the Executive Director, the~~ character or weighting of sections of an original entry or promotional examination may be changed, ~~with the approval of the Executive Director, provided providing that~~ there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument; and ~~providing, further, that the character or weighting of the current~~ examination has been in use for a period of at least one year; ~~At least 30 calendar and providing, further, that 45~~ days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice in writing to each candidate ~~then~~ on an original entry or promotional register by score and shall further communicate the notice in writing to any applicant who applies for an original entry or promotional examination during the ~~3045~~-day ~~notice~~ period. During the ~~3045~~-day ~~notice~~ period, qualified applicants ~~and (including candidates whose names are already on the register by score), at their request,~~ will be scheduled for the examination ~~upon his/her request~~. At the end of the ~~3045~~-day period the ~~previous~~ original entry ~~register~~ or promotional registers of candidates by score will be voided, and ~~a~~ new original entry ~~register~~ or promotional registers by score shall be established on the basis of the new examination.

e) Administration of Examinations:

1) As approved by the Executive Director, examinations shall be scheduled and administered by the employer. The examinations shall be conducted on an open and continuous basis; ~~Upon request by the employer and approval by the Executive Director, -except for~~ examinations to original entry registers at each place of employment; ~~may be closed up to six calendar months when as requested by the employer and approved by the Executive Director, that have~~ a sufficient number of candidates on the register ~~has been established and that preclude~~ further recruitment and testing ~~is not required for a period of time~~.

2) In making ~~the a~~-determination to ~~close reopen (or close)~~ an original entry examination, the Executive Director will consider requests by the employer ~~or other individuals~~ based on the number of positions in the class, projected new positions, and annual turnover rate. ~~Also, for examinations that have been closed for six months or more, the Executive Director will review the need for continuing the approval of a closed~~

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~~examination.~~ The employer shall be responsible for the security of all examination materials in the employer's custody, and access to any electronic examination process, as provided ~~supplied~~ to the employer by the University System ~~so long as they are in the employer's custody.~~

- f) Rating of Examinations
- 1) The Executive Director and the staff of the University System shall use appropriate scientific techniques and procedures in rating tests and in determining resulting rank to the end that all competitors receive uniform and fair treatment.
 - 2) Failure in any portion of a total examination, the passing of which is deemed necessary to qualify for eligibility in the class for which the applicant is being examined, shall eliminate the applicant from passage of the complete examination, regardless of his/her score in other portions of the examination. For each eliminating test and the final average in an examination, the Executive Director shall announce the minimum acceptable rating.
 - 3) The passing score for eligibility for certification shall be determined by the Executive Director. This score shall be the same for all examinations given for a class, but it may be changed if, in the judgment of the Executive Director, the change is for the best interest of the University System, and the change shall be applicable uniformly to all examinations for the class. The passing score shall be made known to all those taking the examination.
 - 4) An applicant who fails to gain eligibility for employment in a higher class may, at the discretion of the Executive Director, elect to accept eligibility for a lower appropriate class, if his/her scores on all appropriate parts of the examination are sufficient to qualify him/her for the lower class.
 - 5) All examination scores shall be on a scale of 1 to 100, with decimal points in examination scores being rounded off to the nearest whole number, i.e., with below .5 having the decimal points dropped and with .5 or above being rounded to the next whole number.
- g) Notification and Review of Scores

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- 1) An applicant shall be sent a written notice of the date and results of his/her examination. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
 - 2) All requests ~~by~~ applicants for formal review of examination scores shall be submitted ~~made~~ to the Executive Director.
- h) Filing of Examination Records. All examinations, and all examination components, administered by the employer shall be retained by the employer, in accordance with the employer's record retention policy, or in accordance with the University System's record retention policy.

(Source: Amended at 39 Ill. Reg. _____, effective _____)

Professional

<u>Code</u>	<u>Class Title</u>	<u>Code</u>	<u>Class Title</u>
0010	Accountant I	5020	Human Resource Associate
0011	Accountant II	2152	Industrial Hygienist
0012	Accountant III	4805	Infection Prevention and Control Coordinator
5000	Accounting Associate	4804	Infection Prevention and Control Professional
2700	Administrative Nurse I	5030	Information Technology Manager/Administrative Coordinator
2701	Administrative Nurse II	5032	Information Technology Support Associate
2702	Administrative Nurse III	5031	Information Technology Technical Associate
0140	Architect I	1474	Institutional Compliance Examiner I
0141	Architect II	1475	Institutional Compliance Examiner II
0142	Architect III	1476	Institutional Compliance Examiner III
1194	Architectural Draftsman I	1477	Institutional Compliance Examiner IV
1195	Architectural Draftsman II	3289	Instructional Development Specialist
3326	Architectural Superintendent	1367	Instrument and Efficiency Engineer
0629	Assistant Bursar	1007	Interior Decorator I
0023	Assistant Chief Accountant	1008	Interior Decorator II
1349	Assistant Ethanol Plant Research Engineer	0585	Internal Auditor
2255	Assistant Legal Counsel	4558	Internal Auditor Assistant Manager
1047	Assistant Sports Information Director	0586	Internal Auditor Associate
3730	Assistant Supervisor of Medical Social Services	4566	Internal Auditor Manager
1313	Biomedical Engineer I	4106	Intra-Operative Monitoring Coordinator
4548	Biomedical Engineer II	3875	Magnetic Resonance Imaging Manager
4740	Budget Analyst II	4814	Manager of Institutional Audits
4741	Budget Analyst III	3338	Mechanical Construction Superintendent
0628	Bursar	4014	Medical Radiographer Manager
5010	Business/Administrative Associate	0264	Medical Social Assistant
0146	Campus Planner I	4260	Medical Social Associate
0147	Campus Planner II	0876	Medical Social Consultant
0689	Cartographer	4629	Museum Instructor/Educator
0017	Chief Accountant	1389	Network Engineer III
1198	Chief Architectural Draftsman	1390	Network Engineer IV
1333	Chief Engineer	1391	Network Engineer V
1216	Chief Engineering Draftsman	0066	Nurse Administrator
3050	Clinical Exercise Physiologist	3100	Nurse Practitioner
3058	Clinical Exercise Physiologist Supervisor	0030	Nursing Consultant
0865	Clinical Nursing Consultant I	4128	Occupational Therapist
0866	Clinical Nursing Consultant II	4129	Occupational Therapy Specialist
4968	Clinical Practice Data Analyst Coordinator	4975	Organizational Quality Coordinator
1427	Construction Project Coordinator I	3033	Pharmacist
4650	Construction Project Coordinator II	3570	Pharmacy Supervisor
4130	Coordinator of Occupational Therapy Services	4146	Physical Therapist
4136	Coordinator of Physical Therapy Services	4141	Physical Therapy Specialist
4653	Crops Testing Specialist	4774	Program Services Specialist
4704	Dietitian Nutritionist	0055	Program/Student Advisor
1188	Draftsman	2738	Psychiatric and Mental Health Nurse
3334	Electrical Construction Superintendent	1256	Publications Editor
1300	Engineer	4824	Radiation Oncology Physicist
1212	Engineering Draftsman I	2791	Radiation Safety Officer
1213	Engineering Draftsman II	3296	Securities Specialist
1350	Ethanol Plant Research Engineer	1301	Senior Engineer
0728	Executive Chef	4599	Social Work Aide I
4787	Financial Analyst/Planner Associate	4600	Social Work Aide II
4788	Financial Analyst/Planner Specialist	4601	Social Work Aide III
4789	Financial Analyst/Planner Supervisor	0896	Speech and Hearing Consultant
4747	Governmental Liaison Officer	3030	Speech Pathologist I
4801	Grants and Contracts Administrator I	3032	Speech Pathologist II
4802	Grants and Contracts Administrator II	2495	Sports Information Director
4815	Health Care Reimbursement Analyst I	2740	Staff Nurse I
4816	Health Care Reimbursement Analyst II	2741	Staff Nurse II
4817	Health Care Reimbursement Analyst III	4764	Student Conduct Advisor
4538	Health Education Coordinator	3729	Supervisor of Medical Social Services
2128	Horticulturist	0898	Teaching Consultant

Semi-Professional

<u>Code</u>	<u>Class Title</u>	<u>Code</u>	<u>Class Title</u>
0035	Accountant-Statistician	4797	Intercollegiate Athletics Equipment Specialist
0058	Administrative Aide	2190	Interpreter for the Deaf and Hard of Hearing
2756	Admissions and Records Officer	4104	Intra-Operative Monitoring Specialist
2755	Admissions and Records Representative	4660	Intramural and Recreation Coordinator
2757	Admissions and Records Supervisor	0247	Investment Analyst Assistant I
3748	Admissions/Records Specialist I	0248	Investment Analyst Assistant II
3749	Admissions/Records Specialist II	4904	Library Operations Associate
4105	Advanced Intra-Operative Monitoring Specialist	4902	Library Specialist
4668	Animal Imaging Coordinator	2776	Loan Service Officer I
4667	Animal Imaging Specialist	2777	Loan Service Officer II
4665	Animal Imaging Technician	2778	Loan Service Officer III
4666	Animal Imaging Technologist	4828	Local Area Network (LAN) Administrator
0104	Applications Analyst	4826	Local Area Network (LAN) Support Specialist I
0116	Applications Programmer I	4827	Local Area Network (LAN) Support Specialist II
0117	Applications Programmer II	3874	Magnetic Resonance Imaging Specialist
0103	Applications Programmer III	3873	Magnetic Resonance Imaging Technologist
3853	Archaeological Technician	3858	Mammography Specialist
3437	Assembly Hall Physical Facilities Supervisor	3857	Mammography Technologist
1031	Assistant Auditorium Technical Director	2473	Manager of Photographic Laboratory
1320	Assistant Chief Broadcasting Engineer	4093	Materials Technologist I
4505	Assistant Chief Hemodialysis Technologist	4734	Materials Technologist II
1342	Assistant Chief Instructional Media Systems Engineer	2035	Media Technical Services Manager
1351	Assistant Ethanol Plant Scientific Analyst	1184	Medical Radiation Dosimetrist I
1368	Assistant Instrument and Efficiency Engineer	1185	Medical Radiation Dosimetrist II
2474	Assistant Manager of Photographic Laboratory	4587	Medical Radiographer Specialist
1030	Auditorium Technical Director	4008	Medical Radiographer Technologist I
4603	Benefits Counselor	4009	Medical Radiographer Technologist II
4812	Benefits Officer	4819	Member Service Representative I
4602	Benefits Representative	4820	Member Service Representative II
4604	Benefits Service Supervisor	4821	Member Service Representative III
4549	Biomedical Engineering Technician I	4620	Mental Health Counselor I
4550	Biomedical Engineering Technician II	4621	Mental Health Counselor II
4551	Biomedical Engineering Technician III	0082	Meteorological Aide
0013	Bone Density Technician	4825	Microcomputer Coordinator
3754	Broadcast Music Specialist	4712	Microcomputer Support Specialist I
4790	Broadcast Music Specialist (Jazz)	4713	Microcomputer Support Specialist II
4671	Broadcast News Specialist	4714	Microcomputer Support Specialist III
1316	Broadcasting Engineer	4746	Molecular Beam Epitaxy Facility Coordinator
0185	Broadcasting Program Assistant	2510	Multimedia Assistant
4739	Budget Analyst I	2511	Multimedia Operator
4663	Building Automation Technician I	2512	Multimedia Technician
4664	Building Automation Technician II	1010	Museum Exhibits Designer
4084	Cardiac Technologist I	3158	Museum Registrar
4561	Cardiac Technologist II	0270	Natural Science Technical Assistant
4771	Cardiac Technologist III	2698	Naturalist
1319	Chief Broadcasting Engineer	1387	Network Engineer I
4506	Chief Hemodialysis Technologist	1388	Network Engineer II
1365	Chief Instructional Media Systems Engineer	4625	Nuclear Medicine Specialist
4761	Chief Ophthalmic Technologist	4101	Nuclear Medicine Technologist
1336	Chief Television Engineer	4519	Occupational Therapy Assistant
4730	Child Care Resource Specialist	3041	Ophthalmic Photographer I
0497	Child Development Associate	3042	Ophthalmic Photographer II
3474	Child Development Supervisor	3043	Ophthalmic Photographer III
4697	Client Relations Representative I	4047	Ophthalmic Technician
4698	Client Relations Representative II	4760	Ophthalmic Technologist
4699	Client Relations Representative III	0118	Orthopedic Technician
4997	Clinical Actor	0119	Orthopedic Technologist
3282	Collection Representative	0274	Paralegal Assistant
3283	Collection Specialist	0558	Park Attendant
0159	Commercial Artist I	1772	Park Supervisor
0160	Commercial Artist II	3037	Photographer
4723	Communications Network Specialist I	0290	Physical Science Technical Assistant
4724	Communications Network Specialist II	0293	Physical Therapy Assistant
4725	Communications Network Specialist III	0346	Physician's Assistant in Medicine
4778	Communications Services Specialist I	3968	Principal Electronics Technician

4779	Communications Services Specialist II	3044	Principal Ophthalmic Photographer
4780	Communications Services Specialist III	3048	Principal Scientific Photographer
3901	Communications Technician I	3053	Procedures and Systems Analyst I
3902	Communications Technician II	3054	Procedures and Systems Analyst II
3903	Communications Technician III	0108	Procedures and Systems Analyst III
4520	Community Worker	4906	Program Assistant
2210	Construction Laborer	4907	Program Coordinator
1620	Construction Laborer Foreman	4773	Program Services Aide
1860	Construction Laborer Sub-Foreman	1254	Public Information Specialist
4527	Continuing Education Community Coordinator	3294	Publicity-Promotion Specialist
3052	Continuing Professional Education Meeting Planner	4592	Pulmonary Function Technologist I
4795	Craft Shop Coordinator	4593	Pulmonary Function Technologist II
4675	Curator of Anthropology I	4594	Pulmonary Function Technologist III
4676	Curator of Anthropology II	4576	Radiation Safety Technician
4677	Curator of Anthropology III	3574	Radio Station Production Supervisor
0982	Curator of Art I	4521	Radio/Television Producer/Announcer I
0983	Curator of Art II	4686	Radio/Television Producer/Announcer II
0984	Curator of Art III	4839	Reimbursement Coding Specialist I
4631	Curator of Exhibits	4840	Reimbursement Coding Specialist II
4807	Customer Service Assistant	0325	Research Engineering Assistant
4808	Customer Service Representative	4524	Research Technologist I
4809	Customer Service Specialist	4525	Research Technologist II
1000	Cytotechnologist I	4526	Research Technologist Manager
1001	Cytotechnologist II	4123	Respiratory Care Therapy Specialist
3920	Dental X-Ray Coordinator	4147	Respiratory Care Therapy Technologist
3914	Dental X-Ray Technician I	2186	Safety Officer I
3915	Dental X-Ray Technician II	2793	Safety Officer II
4845	Digital Imaging Specialist I	0930	Safety Officer III
4846	Digital Imaging Specialist II	0170	Scientific Artist
0205	Editorial Assistant	3045	Scientific Photographer I
4289	Editorial Writer	3046	Scientific Photographer II
0933	Educational Program Evaluation Coordinator	3047	Scientific Photographer III
3936	Electrocardiographic Technician	0105	Senior Applications Analyst
3950	Electroencephalographic Specialist	3967	Senior Electronics Technician
3955	Electroencephalographic Supervisor	2191	Senior Interpreter for the Deaf and Hard of Hearing
3945	Electroencephalographic Technician	4903	Senior Library Specialist
4087	Electron Microscope Technologist I	3038	Senior Photographer
4088	Electron Microscope Technologist II	4617	Sonographer/Ultrasound Specialist
4089	Electron Microscope Technologist III	4616	Sonographer/Ultrasound Technologist
4563	Electron Microscope Technologist IV	0331	Special Education Teacher (Hearing Impaired) Assistant
1356	Electronics Engineer	0332	Special Education Teacher (Physically Disabled) Assistant
0215	Electronics Engineering Assistant	0333	Special Education Teacher (Visually Impaired) Assistant
3966	Electronics Technician	1499	Special Events Facilitator
3964	Electronics Technician I	3300	Statistician
3965	Electronics Technician II	3301	Statistician Specialist
3988	Environmental Health & Safety Technician I	3610	Studio Supervisor
3989	Environmental Health & Safety Technician II	1049	Study Abroad Advisor
3990	Environmental Health & Safety Technician III	1048	Study Abroad Assistant Director
4511	Equipment Specialist I	3937	Supervising Electrocardiographic Technician
4512	Equipment Specialist II	3666	Supervisor of Clinical Pathology Laboratory
4513	Equipment Specialist III	0062	Systems Administrator I
1462	Estimator	0063	Systems Administrator II
4402	Ethanol Plant Operating Coordinator	0064	Systems Administrator III
4401	Ethanol Plant Operating Technician	0065	Systems Administrator IV
1352	Ethanol Plant Scientific Analyst	3150	Systems Programmer I
0929	Extension Program Coordinator	3151	Systems Programmer II
1502	Farrier	3152	Systems Programmer III
3495	Field House Facilities Supervisor	4517	Teacher Aide
0061	Fitness and Aquatics Aide	1259	Technical Editor
2771	Graduate Placement Officer	3619	Technical Service Supervisor
3681	Graphic Design Manager	2997	Television Broadcast Equipment Operator
1006	Graphic Designer	1055	Television Director-Producer
1004	Graphic Designer Assistant	3617	Television Master Control Room Supervisor
1005	Graphic Designer Associate	0936	Television Production Coordinator
4832	Hemapheresis Technologist	1050	Television Program Director
4504	Hemodialysis Technician	0937	Television Program/Operations Coordinator

4628	Hemodialysis Technologist	4534	Television Traffic and Continuity Supervisor
0240	Home Economics Staff Assistant I	4299	Television Writer-Producer
0241	Home Economics Staff Assistant II	4806	Test Specialist
2136	Human Resource Officer	3160	Trauma Registrar
2135	Human Resource Representative	4080	Veterinary Technician (General)
4522	Institutional Research Data Coordinator	4847	Veterinary Technician I
4560	Institutional Research Data Specialist	4848	Veterinary Technician II
3983	Instrument and Measurement Technician I	3306	Web Specialist I
3984	Instrument and Measurement Technician II	3307	Web Specialist II
3985	Instrument and Measurement Technician III	3308	Web Specialist III

Managerial

<u>Code</u>	<u>Class Title</u>	<u>Code</u>	<u>Class Title</u>
4999	Accreditation and Regulatory Specialist	2779	Health Care Compliance Officer
0171	Administrative Assistant	4572	Health Care Utilization Review Coordinator
4673	Aircraft Maintenance Manager	4564	Health Center Administrator
2342	Assistant Bookstore Manager	0242	Home Economics Staff Assistant III
3448	Assistant Buildings and Grounds Supervisor	0046	Housing Administrator
0862	Assistant Comptroller	0045	Housing Officer
1065	Assistant Director of Alumni Relations	0044	Housing Representative
1069	Assistant Director of Assembly Hall	2137	Human Resource Assistant Manager
4661	Assistant Director of Clinical Support Operations	2138	Human Resource Manager
1119	Assistant Director of Physical Plant	4794	Immigration Specialist
1147	Assistant Director of University Student Center	3699	Information Services Supervisor
4612	Assistant Equal Opportunity Officer	2421	Information Technology Assistant Manager
2379	Assistant Facilities Manager	1036	Information Technology Associate Director
2392	Assistant Food Production Manager	1037	Information Technology Director
2399	Assistant Food Service Manager	2422	Information Technology Manager
4835	Assistant Golf Course Grounds Superintendent	3706	Insurance Risk Manager I
4068	Assistant Payroll Manager	3705	Insurance Risk Manager II
4556	Assistant Records Management Officer	4692	Labor Relations Manager
3347	Assistant Superintendent of Building Maintenance	4690	Labor Relations Specialist
3350	Assistant Superintendent of Building Services	0947	Laboratory Animal Care Coordinator
3382	Assistant Superintendent of Grounds	3710	Laboratory Animal Care Supervisor
0370	Assistant to Comptroller	2408	Laboratory Manager
0416	Assistant to Director of Physical Plant	2419	Mailing Services Manager
0420	Assistant to Director of University Union	3553	Mailing Services Supervisor I
0040	Assistant to Health Center Administrator	3552	Mailing Services Supervisor II
4733	Assistant University Budget Officer	3859	Mammography Manager
1071	Associate Director of Auxiliary Enterprises	3685	Manager of Sports Facilities
1121	Associate Director of Publications	2502	Manager of University Cashiering Operations
2324	Athletic Business Manager	4770	Medical Education Program Coordinator
2328	Automotive Parts Manager	2424	Medical Insurance Manager
2463	Benefits Manager	4777	Medical Staff Services Coordinator
2338	Bookstore Manager	4718	Medical Transcriptionist IV
3447	Buildings and Grounds Supervisor	4842	Member Service Representative IV
2375	Business Manager I	2513	Multimedia Supervisor
2374	Business Manager II	3838	Night Supervisor of University Union
3746	Campus Parking Manager	4102	Nuclear Medicine Manager
0100	Campus Planning Analyst	4589	Patient Care Evaluation Specialist I
0923	Campus Planning Coordinator	4590	Patient Care Evaluation Specialist II
3460	Catering Supervisor	4069	Payroll Manager
4623	Central Stores Manager I	3068	Police Captain
2465	Central Stores Manager II	3076	Police Lieutenant
4573	Chief Health Care Utilization Review Coordinator	2788	Police Major/Deputy Chief
4643	Classification/Compensation Specialist I	1420	Power Plant Mechanical Engineer
4644	Classification/Compensation Specialist II	4503	Program Director
4645	Classification/Compensation Specialist III	3582	Public Function Supervisor
4700	Client Relations Representative IV	4803	Publications Manager
4701	Client Relations Representative V	0307	Purchasing Officer I
4966	Clinical Practice Data Analyst	0308	Purchasing Officer II
4967	Clinical Practice Data Analyst Specialist	0309	Purchasing Officer III
3284	Collection Assistant Manager	1128	Purchasing Officer IV
3669	Collection Manager	4973	Quality Specialist
3286	Community Affairs Specialist I	4555	Records Management Officer

3287	Community Affairs Specialist II	4719	Recycling Coordinator
2766	Compliance Officer	4841	Reimbursement Coding Specialist III
0899	Comptroller	3587	Research Laboratory Shop Supervisor
4813	Computer Laboratory Coordinator	4125	Respiratory Care Administrative Director
3330	Construction Superintendent	4124	Respiratory Care Therapy Manager
4670	Coordinator of Medical Transcription	3588	Retail Services Supervisor
4687	Coordinator of Operations - The President's House	0102	Senior Events Administrator
1122	Coordinator of Public Information	4691	Senior Labor Relations Specialist
0951	Coordinator of Tenant Union Program	4974	Senior Quality Specialist
4743	Copy Center Operator IV	3596	Service Enterprises Manager
3475	Departmental Information Supervisor	4618	Sonographer/Ultrasound Manager
1035	Deputy Director	0050	Space Administrator III
4546	Development Officer	3346	Superintendent of Building Maintenance
4732	Direct Mail Manager	3349	Superintendent of Building Services
1127	Director of Purchases	3354	Superintendent of Buildings
4708	Director of Student Conduct Programs	3360	Superintendent of Buildings and Grounds
1144	Director of Student Publications	3381	Superintendent of Grounds
4696	DSCC Area Program Services Administrator	3401	Superintendent of Operations
4707	Duplicating Services Manager	3421	Superintendent of Print Shop
4613	Equal Opportunity Officer	3435	Superintendent of Utilities
0101	Events Administrator	3802	Supervisor of Rehabilitation Equipment & Facilities
2378	Facilities Manager	3805	Supervisor of Residential Custodial Operations
0053	Financial Aid Adviser Coordinator	3840	Supervisor of University Union Operations
0054	Financial Aid Adviser Manager	2453	Tennis Pro-Shop Manager
2390	Food Production Manager	0069	Ticket Sales Supervisor
0036	Food Service Administrator I	2457	Traffic Manager
0037	Food Service Administrator II	4693	Training and Development Specialist I
0038	Food Service Administrator III	4694	Training and Development Specialist II
0039	Food Service Administrator IV	4662	Transportation Assistant Manager
2398	Food Service Manager	3621	Transportation Manager
3498	Food Service Supervisor	4728	University Budget Officer
2458	Golf Course Grounds Superintendent	1053	University Food Service Director
2403	Golf Course Pro-Shop Manager	2459	Vending Services Manager I
4798	Graduate School Specialist	2460	Vending Services Manager II
4799	Grants and Contracts Development Specialist	4849	Veterinary Technician III

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SUCSS :: Procedure Manuals :: Details

2.3 Verification of Experience Requirements

The Employer is responsible for obtaining a signature from the applicant (i.e., Application form) that the answers on the application are true and correct and that misrepresentation or omission of facts requested on the application may cause rejection of the application.

Disabled Applicant

Each disabled applicant shall be considered on an individual basis; the System staff shall assist on questions relating to any phase of the examining procedures for these applicants.

The applicant shall be asked to complete as much of the examination as possible. An explanation of the reason for omitting any part of the examination shall be included with the examination material.

The Employer is responsible to make any and all reasonable accommodations for a disabled applicant who meets the minimum qualifications for a specific classification.

Out-of-State Applicant

For classes requiring technical qualifications; i.e., a high degree of specialized experience, training or education, for which there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, the DER may waive the residency requirement, and admit out-of-state residents to the examination only in accordance with the following criteria:

Preference for employment in the universities and agencies under the System shall be granted to residents of Illinois. Such preference shall be extended when the qualifications of residents and non-residents applying for admission to examinations are substantially equal. The responsibility for the implementation and enforcement of this policy shall rest with the DERs of the universities and agencies, subject to periodic review by the Director or his designee.

While the residency requirement provides a significant preference in the original employment of Illinois residents to fill vacant positions within the University System, current status employees may be admitted to any examination based on their current status appointment and seniority within their class, irrespective of their current residence.

Pre-graduation Applicant

The DER may permit the recruitment, examination, and commitment for employment prior to actual time of graduation. It is expected that the candidate will not begin work until the requirements for graduation have been completed. However, employment on a provisional basis is not precluded if a register does not exist.

Compensatory Qualifications

An applicant who lacks a minimum qualification for examination must have a compensating qualification.

- Education over and above the minimum required may compensate for lack of the minimum required experience.
- Experience over and above the minimum required may compensate for lack of the minimum required education

NOTE: Request for Prior Approval of Compensatory Qualification(s) for Examination form shall list only that education or experience which is being used to compensate for the lacking qualification. In many cases, the applicants may have excess education or experience over and above what was used as a compensating factor for which they might receive additional credit on the score for the examination.

A special form for approval of compensatory qualifications is available from the System Office. See Example 2.3a. A request for Prior Approval of Compensatory Qualification(s) for Examination form shall be submitted in duplicate to the System Office for approval by the Executive Director. One copy of the form will be returned to the DER.

The System Office requests the DER to personally sign a Request for Prior Approval of Compensatory Qualification(s) for Examination.

The Executive Director's review of the request will include whether there are three or more available candidates on the register, regardless of whether a candidate's position is being reclassified or reallocated. If the Executive Director does not approve the request, the DER shall notify the applicant.

Prior approval by the Executive Director is required before such applicants are admitted to an examination. No approval of compensatory qualifications will be given by telephone.

The System Office shall be notified in writing if the examination for which the Employer has an approved request is not administered.

Waiver of Qualification(s)

If the Reemployment, Promotional, or Original Entry registers for the classification do not provide a candidate who is interested in employment in a specified position, a Request for Prior Approval of Waiver of Qualification(s) for Examination form shall be used to request the admission of an unqualified applicant for that specific vacancy.

Prior approval by the Executive Director is required before such applicant is admitted to an examination. No approval of a waiver shall be given by telephone.

In only cases of extreme emergency shall a Request for Waiver be approved. The System Office shall require complete justification and recommendation for approval signed by the DER for its use prior to granting approval.

A waiver shall be submitted in duplicate to the System Office for approval by the Executive Director. One copy shall be returned to the DER.

The Request for Prior Approval of Waiver of Qualification(s) for Examination form is available from the System Office. See Example 2.3 b.

If the Executive Director does not approve the waiver, the DER shall notify the applicant. Once the vacancy is filled, all candidates for which a waiver was approved shall be removed. If an applicant rewrites an examination for which a waiver is required, a new waiver must be submitted.

Renumbered and Revised 7/29/2003

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1.2 Order of Names on Active Registers (by class)

- Reemployment* by total seniority in the class
 then by lesser units in the class
 - Promotional restoral by total service and/or seniority in the class
 then exam score (including those with compensatory qualifications)
 - Original Entry restoral by total service to the employer
 then restoral by service or seniority in the class
 then restoral by service in the class of the employee
 if resigned or otherwise separated in good standing and has requested restoral to
 a former class within 12 months
- or --
- requests transfer from another institution or place of employment in the System
 then by exam score (including those with compensatory qualifications)
 then by exam score for out-of-state candidates (these candidates may be considered part of the regular applicant pool when the applicant
 pool has been determined to be insufficient)

* Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.

NOTE: Register cards for candidates with approved waivers shall only be placed on registers showing no other available candidate and remain on the register until the specific position for which the wavier was approved is filled.

(Reference 80 Ill. Adm. Code §250.60(b))

Revised 5/16/2012

4) Update on the Police Series Assessment Center Revisions

Police Sergeant Examination

- The new Police Sgt. Exam is effective. There has been three sets of Oral Boards held. Unfortunately there has been a 40% fail rate which is higher than expected. The process takes about 3 ½ hours; four assessors, two for each oral exercise.

- The Oral Board consists of two oral interview questions. Candidates are rated on 4-5 different variables. There is also a written portion/report and the candidates are again rated on 4-5 different dimensions. Candidates go through the process in groups of two and at any given time we will have 6-8 candidates in one stage or another.

Police Officer Examinations

The police Officer exam is in the final stages of pretesting. The new exam will also have an integrity component. Hopefully will be ready early fall.

- New test has 100 knowledge questions.
 - General knowledge questions
 - Situational questions
 - Recognition questions etc.

- There are 150 Integrity questions
 - Have you ever stolen anything of value from your employer
 - Have you ever been late, absent 'by faking' illness, etc.

There will continue to be a physical fitness test and a series of Oral Board.

6) Report of the Executive Director

- a. HR Issues
- b. Agency Budget/Staffing Update
- c. Classification Plan Update
 - I. Elimination of typing requirements
 - II. Clerk and Office Support Series Revisions
 - III. Deletion of Police Corporal
 - IV. Deletion of old/unused classifications
- d. Audit Program Update
- e. Legal Update

HRDAC Topics/Discussion Points

These are concerns and discussion points brought to the attention of the System Office for review at the HRDAC meeting. Based on the topic, in many instances we have provided some additional information that we hope will provide context to the subject and advance more in-depth discussion.

Class Specs/Exam

Accountant Series –

- Concerns with examination structure, pass rates, some individual questions, etc.
 - We are revising the exam, deleting poor performing questions
 - Potentially allowing '70' entrance points or similar point allocation.
 - Anticipate an Effective Date in September

Reimbursement Coding Series –

- Concerns that exam is out of date, continue to review class structure, etc.
 - Sent a series of draft exams/Credential Assessments to SIUSOM and UIC on July 11-13
 - Granted extension for review to UIC
 - Anticipate effective date for September

Medical Office Assistant classification –

- Concerns were expressed regarding the pass rate of the Medical Office Assistant exam.

Examination Composition:

Credential Assessment: = 30 points available

Knowledge Test: = 70 points available

Type	Female	Male	Unknown
Totals	197.00	13.00	0.00
Average	76.05	73.85	
Pass No.	147.00	8.00	0.00
Fail No.	50.00	5.00	0.00
Pass Ratio	74.62	61.54	0.00

Pharmacy exam –

- No current activity

Electronic exams –

- Concern with reliability of E-Test System

Class Revision Meetings -

- Prep time (expand time when materials are sent to employers)
- Organization and structured comments during the meetings
- Seek input on how to make these meetings more productive. (Please remember there is often 5-9 video location sites, and in-house System staff and/or UIUC reps)

Communication Input on Changing classifications/combining classifications

- Requesting additional opportunities to provide input on which classifications to revise, combine, delete, etc.

Compensation/Salary Data System

Salary Data -

- Track and provide Min/Max of Ranges – instances where there are 'no maximums'

Statutory Reference

36d. Powers and Duties of the Merit Board. The Merit Board shall have the power and duty –

(3) To prescribe the range of compensation for each class or to fix a single rate of compensation for employees in a particular class; and to establish other conditions of employment which an employer and employee representatives have agreed upon as fair and equitable. The Merit Board shall direct the payment of the "prevailing rate of wages" in those classifications in which, on January 1, 1952, any employer is paying such prevailing rate and in such other classes as the Merit Board may thereafter determine. "Prevailing rate of wages" as used herein shall be the wages paid generally in the locality in which the work is being performed to employees engaged in work of a similar character. Each employer covered by the University System shall be authorized to negotiate with representatives of employees to determine appropriate ranges or rates of compensation or other conditions of employment and may recommend to the Merit Board for establishment the rates or ranges or other conditions of employment which the employer and employee representatives have agreed upon as fair and equitable. Any rates or ranges established prior to January 1, 1952, and hereafter, shall not be changed except in accordance with the procedures herein provided