



*72nd Annual Report*

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**FY23**

**July 1, 2022—June 30, 2023**



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## MESSAGE FROM THE EXECUTIVE DIRECTOR

On behalf of the State Universities Civil Service System, we respectfully submit our 72<sup>nd</sup> Annual Report. This Report provides an overview of our business operations, our many programs and initiatives, and a brief description of our FY24 agency action plan. Our business objectives remain consistent with our statutory directive, mission, and purpose. This Report demonstrates our continuing commitment to the concepts that allow us to modernize the overall delivery of human resource services to the State of Illinois public university system.

Our operational philosophy is built on the principles of collaboration and cooperation. In this respect, we seek to work closely with state university employers, affiliated agencies, and various employee constituency groups to create and promote an environment of open interaction, trust, and professionalism. This approach has enabled us to build and develop programs, upgrade the classification and examination plan, and has allowed us to continue the process of updating our system so that it meets the dual goals of providing essential oversight of the human resource programs throughout higher education and providing the tools higher education employers need to meet their essential missions. This perspective has permitted us to nurture growth and respect in our relationships with our constituency groups. And this approach has continued to lead to positive changes and efficiencies in many of our business operations.

As an agency, our primary mission is to establish and administer personnel programs that assure that job applicants at higher education employers have the opportunity to compete for employment on the basis of merit and fitness, while allowing employers to attract high quality applicants by utilizing sound and efficient processes. The continued uncertainty related to budgets for the higher education community heighten the challenges of administering effective programs. It is our obligation to develop policies and practices which allow each of our employers to compete in the market for employees, while maintaining the fundamental principles and rights established by our statute for employees and applicants.



I want to take this opportunity to extend our gratitude to the Illinois higher education community and to the broader statewide network of affiliated state agencies and legislative offices for their continued support and commitment to our efforts and service. This Report demonstrates our commitment to the high standard of public accountability, consistent with our statutory responsibility and obligations. We hope you find this report very informative and illuminating.

**Gail Schiesser**  
**Executive Director**

## MISSION STATEMENT

The State Universities Civil Service System strives to champion excellence in education and auxiliary programs by providing a comprehensive foundation of human resource practices and standards that facilitate the recruitment, retention, and development of a quality staff, in support of the teaching and research mission of each university and affiliated agency. We are committed to providing an environment of equal opportunity and access to all services and thereby establishing a foundation for each university/agency to fulfill their mission and each individual to reach their potential.

## PURPOSE

To carry out its statutory obligation to establish a sound program of personnel administration at state-supported institutions of higher education and at certain allied agencies, the State Universities Civil Service System, hereinafter referred to as the University System, provides the essential function of administering, developing, and maintaining the basic rules and procedures related to the employment of professional (non-academic), technical, and support staff at each major Illinois public higher education university and affiliated agency. Among its many responsibilities, the University System provides direct guidance and support services to universities/agencies in employment, examinations, classification plan management, salary administration, compliance audit reviews, disciplinary procedures, and other business operations related to the management of support staff personnel. universities/agencies in employment, examinations, classification plan management, salary administration, compliance audit reviews, disciplinary procedures, and other business operations related to the management of support staff personnel.

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

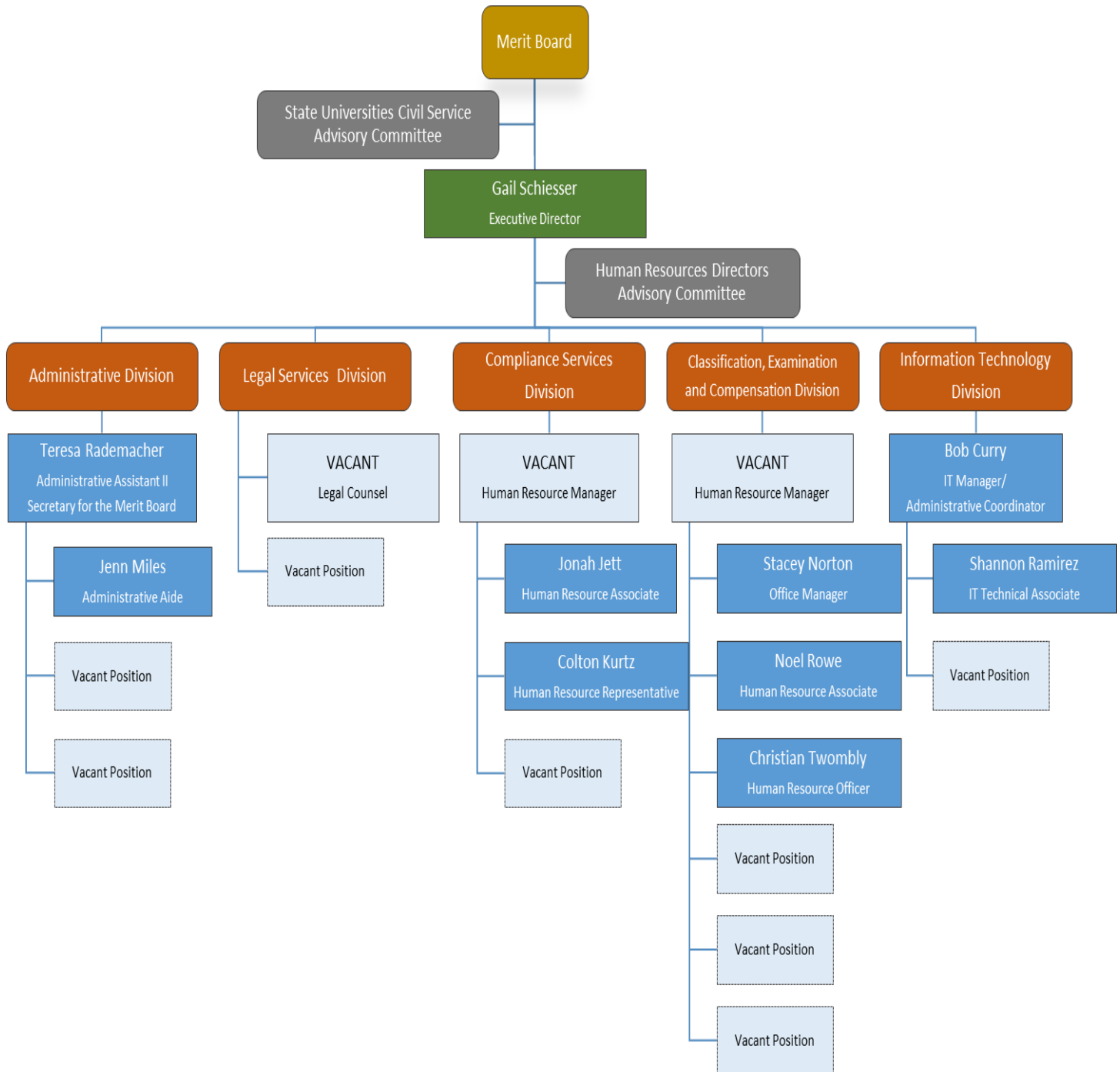
The State Universities Civil Service System office provides oversight and services to universities and agencies in most aspects of the personnel administration program and encourages the concept of participative management by involving a variety of levels of the employer's staff, as well as employee representatives, in decisions affecting the implementation of the Act, the Illinois Administrative Code, the procedure manuals, and the many formal business procedures.

Incorporated into the Act (110 ILCS 70/36) establishing the State Universities Civil Service System were many innovative principles that remain viable operating guidelines today, including efficiency and economy of operation, equal opportunity for all applicants, selection of highly qualified personnel, equal pay for equal work, and career opportunities comparable to those in business and industry. Additionally, the Act further delegates authority to a Designated Employer Representative (DER) at each university/agency to conduct examinations, designate and refer applicants for positions, and otherwise administer human resource programs consistent with the meaning, interpretations, and intent contained within the Act.

Therefore, certain functions required by the Act have been defined and delegated to the universities and agencies under the State Universities Civil Service System (see page 4 for a list of the universities and agencies). Through this delegated authority, the universities and agencies are responsible for the recruitment, examination, and appointment to various employment positions, as well as the assignment of specific duties to be performed by each employee. The employer is also responsible for all employee relations, including disciplinary actions. Individuals employed into positions under the guidelines of the State Universities Civil Service System are employed directly by the university or agency and are not employees of the State Universities Civil Service System.

The State Universities Civil Service System is unique in that it empowers the individual university and agency employment locations, through a DER, to deliver our classification plan, examination instruments, and generally administer many of our Administrative Rules and procedures. It is important in this type of organizational structure that we maintain close contact with both the employers and employees in the administration of these rules and procedures. We have done so through various committees, special focus groups, and other collaborative relationships with individual universities, affiliated agencies, other state agencies, and employee groups. This collaborative business approach has proven to be very economically efficient and customer service oriented.

# ORGANIZATIONAL CHART (October 2023)





## JURISDICTION

The authority of the State Universities Civil Service System hereinafter referred to as the “University System” is provided through the State Universities Civil Service Act (Act) and empowered through the University Civil Service Merit Board to develop, maintain, and administer a comprehensive and efficient program of human resource administration for the higher education community, specifically related to the employment and employment relationship with their auxiliary and support staff positions. In accomplishing this task, the University System has developed a comprehensive set of Administrative Rules and procedures which effectively facilitate the administration of many aspects of the employment relationship.

Section 36e of the Act (110 ILCS 70/36e) provides that all employees of the constituent institutions and agencies shall be covered except the following persons:

- *the members and officers of the Merit Board and the boards of trustees, and the commissioners of the institutions and agencies covered;*
- *the presidents and vice-presidents of each educational institution;*
- *other principal administrative employees of each institution and agency as determined by the Merit Board;*
- *the teaching, research and extension faculties of each institution and agency; and*
- *students employed under rules prescribed by the Merit Board without examination or certification.*

Direct oversight authority spans across approximately 24,600 civil service employees, which includes approximately 20,900 status employees and over 3,700 non status employees throughout the state. To a lesser degree, the University System monitors and authorizes just over 15,200 student employees and over 22,400 exempt administrative and faculty appointments. The University System administers a classification and examination program consisting of 876 classes/exams resulting in the pre-employment testing of 38,658 applicants and promotional candidates for FY23. The University System also has oversight authority over the thousands of other basic employment transactions performed through the many human resource offices throughout the system, including transfers, promotions, layoffs, and separations.

The University System was created as a separate entity of the State of Illinois by the 67th General Assembly and became operative on January 1, 1952. The Act is presently codified in the Illinois Compiled Statutes at 110 ILCS 70 et seq. and the University System Administrative Rules are presently codified in the Illinois Administrative Code (Code) at 80 Ill. Adm. Code §250. Headquartered at 1717 Philo Road, Suite 24, Urbana, Illinois, the University System serves the following public universities and agencies with respect to the employment relationship with their professional (non-academic), technical, and support staff:

## JURISDICTION continued...

**Chicago State University**

**Eastern Illinois University**

**Governors State University**

**Illinois State University**

**Northeastern Illinois University**

**Northern Illinois University**

*Cook County*

*Lorado Taft*

*Naperville*

*Rockford*

**Southern Illinois University Carbondale**

**Southern Illinois University School  
of Medicine Springfield**

**Southern Illinois University Edwardsville**

**University of Illinois at Chicago**

*Division of Specialized Care for Children  
(Springfield)*

*Division of Specialized Care for Children  
(Chicago)*

*Morton Arboretum*

*Drug and Horticultural Experiment Station*

*College of Medicine at Rockford*

*College of Medicine at Peoria*

*Hospital and Clinics*

*UIC School of Law*

**University of Illinois at Springfield**

**University of Illinois at Urbana-  
Champaign**

*Robert Allerton House and Hott Memorial  
Center*

*Robert Allerton Park*

*Bondville Road Station—Monticello Road  
Station*

*County Agriculture and/or Home Extension  
Office Or Cooperative Extension Offices*

*Department of Agronomy, College of  
Agriculture*

*Dixon Springs Agricultural Center*

*Vermilion River Observatory*

*Northeastern Agronomy Research Center*

*Prairie Observatory—Oakland*

*Department of Horticulture, River Valley Sand  
Field Plot, Mason County*

*Department of Horticulture's St. Charles  
Horticulture Research Center*

*Illinois Natural Resources Sustainability*

**Western Illinois University**

*WIU—Quad-Cities*

**Illinois Board of Higher Education**

**Illinois Community College Board**

**Illinois Student Assistance Commission**

**State Universities Retirement System**

**State Universities Civil Service System**

## UNIVERSITY CIVIL SERVICE MERIT BOARD

The governing body of the University System is the University Civil Service Merit Board, hereinafter referred to as the “Merit Board.” The Merit Board is composed of 11 members representing the public universities of the State of Illinois. Members of the Merit Board are elected by their respective university governing boards.

The current membership of the Merit Board is as follows:

<b><i>Julie Annette Jones—Chair</i></b> <i>Illinois State University</i>	
<b><i>Jason Quiara</i></b> <i>Chicago State University</i>	<b><i>John Simmons</i></b> <i>Southern Illinois University</i>
<b><i>Barb Baurer</i></b> <i>Eastern Illinois University</i>	<b><i>Ramon Cepeda</i></b> <i>University of Illinois</i>
<b><i>Jim Kvedaras</i></b> <i>Governors State University</i>	<b><i>Tami Craig Schilling</i></b> <i>University of Illinois</i>
<b><i>Vacant</i></b> <i>Northeastern Illinois University</i>	<b><i>Vacant</i></b> <i>University of Illinois</i>
<b><i>John Butler</i></b> <i>Northern Illinois University</i>	<b><i>Derek Wise</i></b> <i>Western Illinois University</i>

The Merit Board meets on a regular basis to conduct activities necessary to direct, manage, and maintain business operations of the agency. The powers and duties of the Merit Board are set forth in Section 36d of the Act (110 ILCS 70/36d).

During FY23, the Merit Board met three times — August 11, 2022, November 10, 2022, and March 16, 2023. All meetings were held at the University System office in Urbana and simultaneously by video conference at the public Illinois universities.

All Merit Board meetings are open to the public and conducted in accordance with the Open Meetings Act. Formal business activities and actions are captured in the minutes as required and publicly provided at the University System website. Organized statewide advisory committees are consulted on a regular basis and provided various opportunities for interaction with the Merit Board on numerous topics. For a complete detailed account of all Merit Board activities, you can access the formal Merit Board minutes and a schedule of their yearly meeting dates at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

## ADVISORY COMMITTEES

### STATE UNIVERSITIES CIVIL SERVICE EMPLOYEES ADVISORY COMMITTEE

The State Universities Civil Service Employees Advisory Committee (EAC) is mandated by Section 36c of the Act (110 ILCS 70/36c). The Committee is chaired by Jill Odom, University of Illinois at Urbana-Champaign. The Committee meets quarterly at campuses throughout the state, welcoming civil service employees at the particular campus to attend. Members of the committee are elected by civil service employees at each of the universities and agencies served. Committee members represent their constituents by functioning in an advisory capacity to the Merit Board on “all matters pertaining to the University System.”

During FY23 the committee met four times — July 21 and 22, 2022 at the University System, October 12 and 13, 2022 at Southern Illinois University Edwardsville, January 19 and 20, 2023 at the University System, and April 20 and 21, 2023 at Illinois State University.

More information is available online at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

### HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE

The Human Resource Directors Advisory Committee (HRDAC) is comprised of the human resource directors, DERs, or other human resource personnel from each university/agency. This committee plays a very significant role in our overall general review and updating of University System Administrative Rules and procedures. Their collaboration is essential in creating a system of rules and procedures consistent with the changing demands of the various complex employment environments within the University System.

During FY23, the committee met on November 3, 2022, January 5, 2023, March 9, 2023, and April 14, 2023.

More information is available online at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

## EMPLOYEE SERVED DATA (June 2023)

Organizations Served	Civil Service Employees (See Note 1)	Total Status Employees	Total Non Status Employees	Exemptions					Total Employees (See Note 3)
				36e(2) Employees	36e(3) Employees	36e(4) Employees	36e(5) Employees	Total Exemptions	
<b>System Total</b>	<b>24,667</b>	<b>20,901</b>	<b>3,766</b>	<b>69</b>	<b>5,613</b>	<b>16,763</b>	<b>15,294</b>	<b>37,739</b>	<b>62,406</b>
<b>University of Illinois</b>	<b>13,289</b>	<b>11,623</b>	<b>1,666</b>	<b>7</b>	<b>4,293</b>	<b>9,209</b>	<b>6,655</b>	<b>20,164</b>	<b>33,453</b>
Chicago	3,007	2,635	372	2	1,543	3,951	2,027	7,523	10,530
Chicago Hospital	3,002	2,816	186	0	417	3	26	446	3,448
College of Medicine at Peoria	160	152	8	0	44	217	0	261	421
College of Medicine at Rockford	144	103	41	0	28	118	19	165	309
Division of Specialized Care for Children	281	281	0	0	11	0	0	11	292
Springfield	443	293	150	1	142	282	250	675	1,118
Urbana-Champaign	6,252	5,343	909	4	2,108	4,638	4,333	11,083	17,335
<b>Southern Illinois University</b>	<b>4,539</b>	<b>3,661</b>	<b>878</b>	<b>10</b>	<b>496</b>	<b>1,644</b>	<b>1,854</b>	<b>4,004</b>	<b>8,543</b>
Southern Illinois University Carbondale	1,768	1,151	617	7	173	210	811	1,201	2,969
Southern Illinois University Edwardsville	1,215	1,055	160	2	106	1,293	1,043	2,444	3,659
Southern Illinois University School of Medicine	1,556	1,455	101	1	217	141	0	359	1,915
<b>Other Universities</b>	<b>6,418</b>	<b>5,199</b>	<b>1,219</b>	<b>52</b>	<b>738</b>	<b>5,910</b>	<b>6,785</b>	<b>13,485</b>	<b>19,903</b>
Chicago State University	215	204	11	8	26	208	24	266	481
Eastern Illinois University	532	508	24	3	74	481	1,148	1,706	2,238
Governors State University	370	323	47	14	57	830	192	1,093	1,463
Illinois State University	2,229	1,639	590	5	205	1,731	2,428	4,369	6,598
Northeastern Illinois University <sup>4</sup>	472	410	62	6	144	546	386	1,082	1,554
Northern Illinois University	1,933	1,481	452	10	161	1,442	1,615	3,228	5,161
Western Illinois University	667	634	33	6	71	672	992	1,741	2,408
<b>Agencies</b>	<b>421</b>	<b>418</b>	<b>3</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>86</b>	<b>507</b>
Illinois Board of Higher Education	10	9	1	0	33	0	0	33	43
Illinois Community College Board	36	36	0	0	19	0	0	19	55
Illinois Student Assistance Commission	216	214	2	0	11	0	0	11	227
State Universities Civil Service System	10	10	0	0	2	0	0	2	12
State Universities Retirement System	149	149	0	0	21	0	0	21	170

Note 1: Total Civil Service Employees is the sum of the Total Status Employees and Total Non-Status Employees.

Note 2: Total Non-Status Employees is the sum of all individuals currently employed as Interns, Apprentices, Temporary, Extra-Help, and Provisional..

Note 3: Total Employees is the sum of Total Status Employees, Total Non-Status Employees, and Total Exemptions.

Note 4: Northeastern Illinois University did not submit data for June 2023 quarter. Data was used from March 2023 quarter.

## PRINCIPAL ADMINISTRATIVE APPOINTMENTS

The Merit Board is statutorily obligated to determine whether employees designated by a University System employer have been correctly designated as a Principal Administrative Appointment (PAA) position, which is exempted from the Act and the Code. The Executive Director makes these determinations through the Merit Board's delegation of authority.

To resolve the concerns expressed during the investigation of a 2017 complaint to the OEIG, the entire the Agency's (PAA) Exemption Procedures Manual was revised and became effective on October 1, 2018. These revisions affected all University System employers. The Agency met with interested parties, including a series of meetings between the Merit Board Chair and university higher education human resources leadership. Each session was followed by a meeting between the Merit Board Chair and the statutorily created Employee Advisory Committee. University System staff participated in every step and provided technical expertise in revising the (PAA) Exemption Procedures Manual.

This collaborative process better enabled the Merit Board and University System staff to reach an agreement with University System employers regarding the application and interpretation of the phrase "principal administrative employees" and implementation of the revised standards.

The procedures controlling the Governance, Risk, and Compliance Audits, conducted approximately every three years at each university or agency, were modified to include an assessment of the employer's conformity with these revised Exemption Procedures.

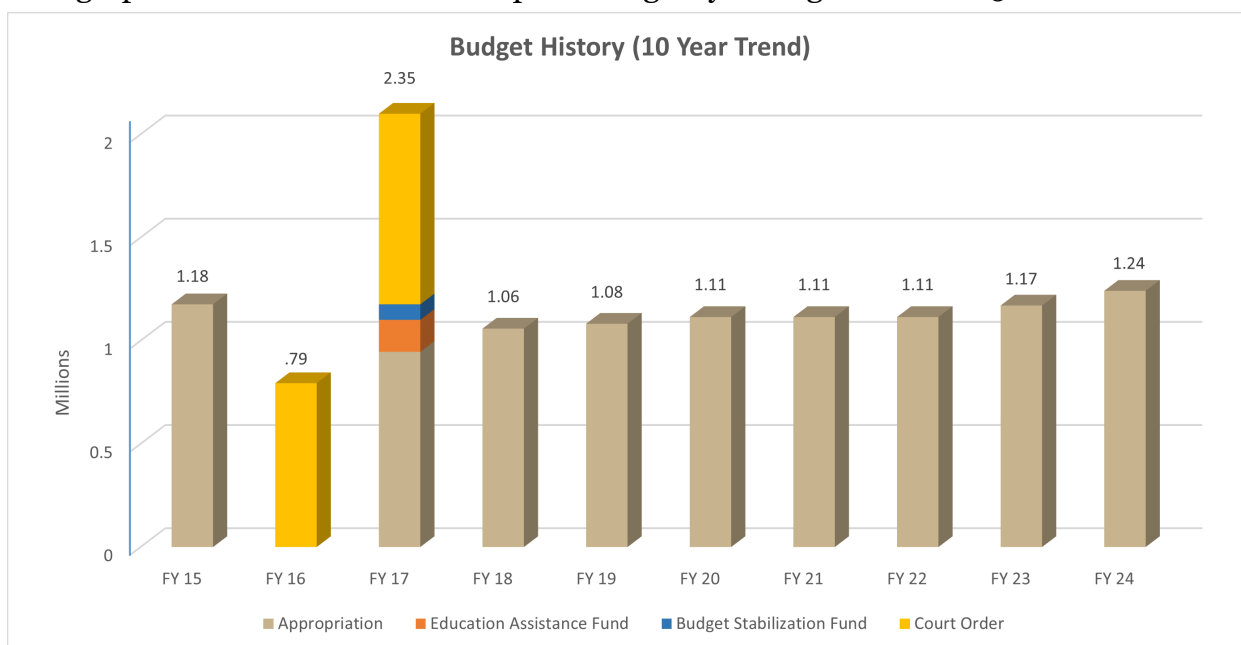
## FISCAL ACCOUNTABILITY AND YEARLY BUDGET

The University System is a participant and component in the Illinois Board of Higher Education's (IBHE) yearly budget review and recommendation process for the Illinois public higher education community. As a member of the Illinois public higher education community, the final yearly budget recommendation is the culmination of a process of review and formal approval by IBHE. This process begins in early August with a budget presentation and proposal to the Merit Board. Upon approval by the Merit Board, the budget proposal is forwarded to the IBHE office for discussion and review. After a statewide review of the budget proposals submitted by the entire Illinois public higher education community, IBHE issues a final budget recommendation and appropriation proposal for the entire Illinois public higher education community. Further presentations and discussions with IBHE are then afforded to provide additional clarification/input and possible revisions of the recommended budget and appropriation proposal.

Ultimately, IBHE, as well as GOMB, adopts the final budget and appropriation proposal for the entire Illinois public higher education community. The University System's final line item or lump sum appropriation request, as approved by IBHE, is therefore a component of the final Illinois public higher education budget recommendation, which is submitted to the Governor's office for state budget appropriation planning and subsequent legislative consideration. Significant oversight and review of budget parameters are conducted by the Merit Board, IBHE, Governor's Office for Management and Budget, and various legislative committees before final yearly appropriations are approved and distributed.

The agency is proud of our accomplishments and capability to continue our modernization efforts in developing and incorporating many initiatives. Many of our initiatives have significantly generated financial and resource savings at the university and agency level and have significantly improved customer relations. We remain committed to our statutory objective of efficiency and economy in operations through fiscal responsibility and innovative, creative business practices. In FY23, the appropriation/spending level for the University System was \$1,170,500 as a lump sum appropriation. Expenditures for FY23 were \$1,063,326. Actual employee headcount as of June 30, 2023, 11 full-time and 1 part-time employees. The average monthly full-time equivalents headcount for FY23 was 10.

The graph below is a historical recap of the agency's budget since FY15.



# FY 2023 AGENCY ACTIVITIES

## Business Processes

The University System continues to update and modify its business processes to better meet the operational needs of the employers served by the University System. Some of the primary business functions include:

- ♦ *review of the Act, the Code, and policies and procedures for the University System for additions, revisions, and deletions;*
- ♦ *ensure administrative rules and procedures are effectively managed through human resource locations within the University System;*
- ♦ *provide a comprehensive legal resource for all agency operations and constituency relations;*
- ♦ *develop and maintain the classification plan;*
- ♦ *administrative control of employment testing environment as performed at each employment location;*
- ♦ *conduct a periodic human resource management audit program at each employment location;*
- ♦ *verify compliance with administrative authority at each employment location;*
- ♦ *overall management of the human resource transactions related to civil service positions at each employment location;*
- ♦ *management of pay rates/ranges, and corresponding compensation variables, as applied and implemented at each employment location;*
- ♦ *continue to address and monitor compliance requirements, recommend personnel program enhancements, and facilitate structural changes to improve personnel management and human resource programs currently utilized by universities/agencies;*
- ♦ *provide a review and recommendation instrument for improving the human resource programs and related administration activities pursuant to Section 250.140(c) of the Code (80 Ill. Adm. Code §250.140(c)).*



## FY 2023 AGENCY ACTIVITIES continued...

### Classification Plan Management

The overall business objective as related to the administration of the classification structure and subsequent examination development is to provide a comprehensive classification plan management system, which includes job analysis studies, class specification and examination review, associated research and statistical analysis with activities based on current employment trends and current occupational philosophies. The University System administers a classification plan consisting of 876 class specifications.

### Class Specifications

Each classification title is described in detail in a formal, written class specification. Classes which provide career advancement opportunities are grouped into promotional lines and described in series specifications. These documents are under periodic review and revision to maintain the most modern identification of duties, responsibilities, minimum requirements, knowledge, skills, and abilities. Updating class specifications is necessary to assure that the most relevant and accurate information is used as a basis for test construction, position classification, and recruitment.

To ensure that class specifications and examinations are job-related and accurately measure elements necessary for the performance of required duties, position descriptions are requested and reviewed, job analysis surveys are conducted as needed, meetings are held with subject matter experts, and examinations are extensively pre-tested using current university/agency incumbents. Universities/agencies and employees provide input into the content of class specification, this methodology results in class specifications and examinations that are job related, content valid, and free from bias.

### Examinations

Examinations and related materials are furnished at no cost to all universities and agencies served by the University System. The University System assists in monitoring pass rates and mean scores to assist in revising other examinations in addition to analyzing examination scores in order to determine content validity and other such characteristics like item difficulty. This information will allow the University System office to construct parallel forms of the same test in order to increase test security. Statistical information particularly related to ethnic and gender test components is compiled.

On May 26, 2022, the University System informed the DER's on a major change to the testing of all applications for all employers covered by the University System. In FY23, the University System began moving all examinations to credential assessment examinations with the exception of Police examinations.

The University System began rolling out the new credential assessments examinations on July 1, 2022. All class examinations, with the exception of Police Examinations, were converted to Credential Assessments. The conversion was completed on June 30, 2023

## FY 2023 AGENCY ACTIVITIES continued...

### Examinations Completed

A total of 38,658 pre-employment examinations were administered in 599 of the 876 approved classes. *See chart below.* The continually evolving occupational areas of healthcare and technology affect a large number of civil service examinations. This requires the continued evaluation and review of the classification plan for redundancies allowing the potential consolidation, elimination, and/or revision of classifications.

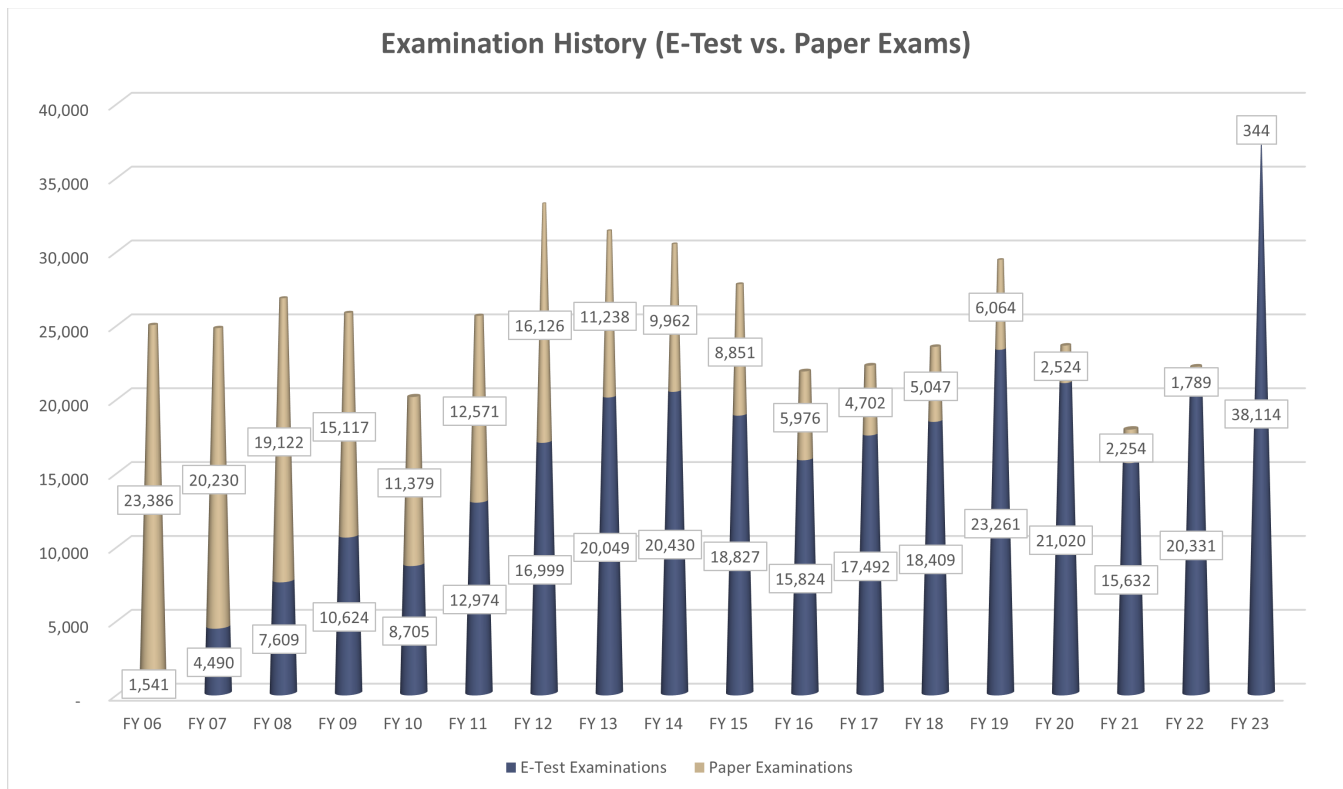
A total of 344 paper tests were given in FY23 with an 82.56% passing rate. The average score for all applicants was 80.8. A total of 38,314 electronic tests (E-Tests) were given in FY23 with a 99.51% passing rate. The average score for all applicants was 83.99. The average examination pass percentage was 99.36%.

Please note that Credentials Assessment examinations, in most instances, provide a passing score if the applicant simply qualifies for the position.

### E-Test Examinations

In FY23, the University System completed its Credential Assessment Conversion Project. This project converted over 500 classification in FY23 from knowledge-based exams to a credential assessment model. Of the 876 active classifications, 99.5% use the credential assessment model, while only one classification has yet to be converted into E-Test.

This brought the percentage of web-based examinations is 99.11% for FY23.



## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23

Following is a list of classification and examinations revised during FY23:

- ♦ Academic Contract Series:
  - *Academic Contract Specialist*
  - *Academic Contract Supervisor*
- ♦ Accountant Series:
  - *Accountant I*
  - *Accountant II*
  - *Accountant III*
  - *Accountant Assistant*
  - *Accountant Officer*
  - *Accountant Specialist*
- ♦ Activity Therapist
- ♦ Admissions and Records Assistant
- ♦ Admitting Officer Series:
  - *Admitting Officer I*
  - *Admitting Officer II*
  - *Admitting Officer III*
  - *Admitting Officer IV*
- ♦ Agricultural Gardener Series:
  - *Agricultural Gardener*
  - *Agricultural Gardener Foreman*
- ♦ Agricultural Research Technician Series:
  - *Assistant Agricultural Research Technician*
  - *Associate Agricultural Research Technician*
  - *Senior Agricultural Research Technician*
- ♦ Aircraft Mechanic Series:
  - *Aircraft Maintenance Mechanic Helper*
  - *Senior Aircraft Maintenance Mechanic*
  - *Master Aircraft and Aircraft Engine Mechanic*
  - *Aircraft Shop Sub-Foreman*
  - *Aircraft Shop Foreman*
- ♦ Airport Mechanic Series:
  - *Airport Mechanic*
  - *Junior Airport Mechanic*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Animal Care Series:
  - *Animal Caretaker*
  - *Animal Care Technician*
  - *Animal Care Specialist*
  - *Animal Care Coordinator*
- ♦ Animal Imaging Series:
  - *Animal Imaging Technician*
  - *Animal Imaging Technologist*
- ♦ Architectural Draftsman Series:
  - *Architectural Draftsman I*
  - *Architectural Draftsman II*
  - *Chief Architectural Draftsman*
- ♦ Architectural Superintendent
- ♦ Arena Technician
- ♦ Assembly Hall Stagehand
- ♦ Associate Director of Publications
- ♦ Athletic Facilities Attendant
- ♦ Athletic Turf Specialist
- ♦ Automotive Garage Technician Series:
  - *Automotive Technician Assistant*
  - *Automotive Technician*
  - *Automotive Body Repair Technician*
  - *Garage Sub-Foreman*
- ♦ Automotive Parts Manager
- ♦ Benefits Counselor Series:
  - *Benefits Representative*
  - *Benefit Officer*
  - *Benefits Counselor*
  - *Benefits Service Supervisor*
- ♦ Bindery Worker Series:
  - *Bindery Worker I*
  - *Bindery Worker II*
  - *Bindery Worker Foreman*

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Bone Density Technician
- ♦ Bowling and Billiard Center Attendant Series:
  - *Bowling and Billiard Center Attendant*
  - *Bowling and Billiard Center Manager*
- ♦ Brickmason Series:
  - *Brickmason*
  - *Brickmason Foreman*
- ♦ Broadcast Music Specialist
- ♦ Broadcast Music Specialist (Jazz)
- ♦ Broadcast News Specialist
- ♦ Buildings and Grounds Supervision Series:
  - *Assistant Buildings and Grounds Supervisor*
  - *Building and Grounds Supervisor*
- ♦ Building Automation Technician Series:
  - *Building Automation Technician I*
  - *Building Automation Technician II*
- ♦ Building Custodial Services Series:
  - *Building Service Worker*
  - *Building Service Sub-Foreman*
- ♦ Building Maintenance Superintendent Series:
  - *Assistant Superintendent of Building Maintenance*
  - *Superintendent of Building Maintenance*
- ♦ Building Mechanic Series:
  - *Building Mechanic*
  - *Building Mechanic Foreman*
- ♦ Building Operating Engineer Series:
  - *Building Operating Engineer*
  - *Assistant Chief Building Operating Engineer*
  - *Chief Building Operating Engineer*
- ♦ Building Services Management Series:
  - *Assistant Superintendent of Building Services*
  - *Superintendent of Building Services*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Campus Parking Manager
- ♦ Campus Planning Analyst
- ♦ Campus Planning Coordinator
- ♦ Carpenter Series:
  - *Carpenter*
  - *Carpenter Sub-Foreman*
- ♦ Cartographer
- ♦ Cashier Series:
  - *Cashier I*
  - *Cashier II*
  - *Cashier III*
  - *Cashier IV*
- ♦ Cement Finisher Series:
  - *Cement Finisher*
- ♦ Central Receiving Station Dispatcher
- ♦ Central Stores Manager Series:
  - *Central Stores Manager I*
  - *Central Stores Manager II*
- ♦ Central Systems Control Operator
- ♦ Child Care Assistant
- ♦ Child Care Resource Specialist
- ♦ Client Relations Representative Series:
  - *Client Relations Representative I*
  - *Client Relations Representative II*
  - *Client Relations Representative III*
  - *Client Relations Representative IV*
  - *Client Relations Representative V*
- ♦ Coin Machine Attendant
- ♦ Collection Series:
  - *Collection Representative*
  - *Collection Specialist*
  - *Collection Manager*
  - *Collection Assistant Manager*

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Community Affairs Specialist Series:
  - *Community Affairs Specialist I*
  - *Community Affairs Specialist II*
- ♦ Community Outreach Worker
- ♦ Computer Laboratory Coordinator
- ♦ Construction Laborer Series:
  - *Construction Laborer*
  - *Construction Laborer Sub-Foreman*
  - *Construction Laborer Foreman*
- ♦ Coordinator of Parking and Traffic Series:
  - *Assistant Coordinator of Parking and Traffic*
  - *Coordinator of Parking and Traffic*
- ♦ Coordinator of Tenant Union Program
- ♦ Copy Center Operator Series:
  - *Copy Center Operator I*
  - *Copy Center Operator II*
  - *Copy Center Operator III*
  - *Copy Center Operator IV*
- ♦ Costumer
- ♦ Craft Shop Coordinator
- ♦ Crash-Rescue and Security Coordinator Series:
  - *Crash-Rescue and Security Specialist*
  - *Crash-Rescue and Security Coordinator*
- ♦ Crop Testing Series:
  - *Crops Testing Specialist*
  - *Crops Testing Technician*
- ♦ Cryogenic Technician Series:
  - *Cryogenic Technician I*
  - *Cryogenic Technician II*
- ♦ Culinary Worker Series:
  - *Culinary Worker I*
  - *Culinary Worker II*
  - *Culinary Worker III*
  - *Culinary Worker IV*
  - *Culinary Worker V*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Curator of Anthropology Series:
  - *Curator of Anthropology I*
  - *Curator of Anthropology II*
  - *Curator of Anthropology III*
- ♦ Curator of Art Series:
  - *Curator of Art I*
  - *Curator of Art II*
  - *Curator of Art III*
- ♦ Customer Service Series:
  - *Customer Service Assistant*
  - *Customer Service Representative*
  - *Customer Service Specialist*
- ♦ Cytotechnologist Series:
  - *Cytotechnologist I*
  - *Cytotechnologist II*
- ♦ Dental Assistant Series:
  - *Dental Assistant I*
  - *Dental Assistant II*
- ♦ Dental Hygienist
- ♦ Departmental Information Supervisor
- ♦ Dining Room Supervisor
- ♦ Dishroom Supervisor
- ♦ Distribution Clerk
- ♦ Distribution Services Supervisor Series:
  - *Assistant Distribution Services Supervisor*
  - *Distribution Services Supervisor*
- ♦ Draftsman
- ♦ Driller Series:
  - *Driller Laborer*
- ♦ Driver Series:
  - *Driver*
  - *Heavy Driver*
  - *Driver Sub-Foreperson*
  - *Driver Foreperson*

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Duplicating Machine Operator Series:
  - *Duplicating Machine Operator I*
  - *Duplicating Machine Operator II*
  - *Duplicating Machine Operator III*
- ♦ Duplicating Service Supervision Series:
  - *Assistant Duplicating Service Supervisor*
  - *Duplicating Services Manager*
- ♦ Electrical Construction Superintendent
- ♦ Electrician Series:
  - *Electrician*
  - *Electrician Sub-Foreman*
  - *Electrician Foreman*
- ♦ Electrocardiographic Technician Series:
  - *Electrocardiographic Technician*
  - *Supervising Electrocardiographic Technician*
- ♦ Elevator Mechanic Series:
  - *Elevator Mechanic*
  - *Elevator Mechanic Foreman*
- ♦ Engineering Draftsman Series:
  - *Engineering Draftsman I*
  - *Engineering Draftsman II*
  - *Chief Engineering Draftsman*
- ♦ Environmental Health and Safety Technician Series:
  - *Environmental Health and Safety Technician I*
  - *Environmental Health and Safety Technician II*
  - *Environmental Health and Safety Technician III*
- ♦ Equipment Attendant
- ♦ Equipment Service Series:
  - *Equipment Service Worker*
  - *Equipment Service Supervisor*
- ♦ Equipment Specialist Series:
  - *Equipment Specialist I*
  - *Equipment Specialist II*
  - *Equipment Specialist III*
- ♦ Executive Chef

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Financial Aid Advisor Series:
  - *Financial Aid Representative*
  - *Financial Aid Coordinator*
  - *Financial Aid Manager*
- ♦ Flight Line Attendant Series:
  - *Flight Line Attendant I*
  - *Flight Line Attendant II*
  - *Chief Flight Line Attendant*
- ♦ Floral Designer Series:
  - *Floral Designer*
  - *Senior Floral Designer*
- ♦ Food Court/Snack Bar Series:
  - *Food Court/Snack Bar Attendant*
  - *Food Court/Snack Bar Supervisor*
- ♦ Food Service Area Supervisor
- ♦ Food Service Administrator Series:
  - *Food Service Administrator I*
  - *Food Service Administrator II*
  - *Food Service Administrator III*
  - *Food Service Administrator IV*
- ♦ Food Service Cashier
- ♦ Food Service Chef
- ♦ Food Service Management Series:
  - *Food Service Supervisor*
  - *Assistant Food Production Manager*
  - *Food Production Manager*
  - *Assistant Food Service Manager*
  - *Food Service Manager*
- ♦ Food Service Sanitation Series:
  - *Food Service Sanitation Laborer*
  - *Food Service Stores-Laborer*
- ♦ Forest Custodian
- ♦ Furniture Restorer Series:
  - *Furniture Restorer*
  - *Furniture Supervisor*
- ♦ Glass Blower



## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Golf Course Grounds Superintendent Series:
  - *Assistant Golf Course Grounds Superintendent*
  - *Golf Course Grounds Superintendent*
- ♦ Golf Course Pro-Shop Series:
  - *Golf Course Pro-Shop Assistant*
  - *Golf Course Pro-Shop Manager*
- ♦ Greenhouse Gardener Series:
  - *Greenhouse Gardner I*
  - *Greenhouse Gardner II*
- ♦ Grounds Equipment Mechanic
- ♦ Grounds Gardener Series:
  - *Assistant Grounds Gardener*
  - *Grounds Gardener*
- ♦ Grounds Management Series:
  - *Assistant Superintendent of Grounds*
  - *Superintendent of Grounds*
- ♦ Grounds Sub-Foreman/Foreman Series:
  - *Grounds Sub-Foreman*
  - *Grounds Foreman*
- ♦ Grounds Worker
- ♦ Gymnasium and Locker Room Series:
  - *Locker Room Attendant*
  - *Gymnasium and Facilities Supervisor*
- ♦ Health Center Administrator
- ♦ Health Care Compliance Officer  
(Certification Title Name Change Only)
- ♦ Health Care Reimbursement Analyst Series:
  - *Health Care Reimbursement Analyst I*
  - *Health Care Reimbursement Analyst II*
  - *Health Care Reimbursement Analyst III*
- ♦ Hemapheresis Technologist
- ♦ Histology Technician Series:
  - *Histology Technician I*
  - *Histology Technician II*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Housekeeping Supervisor
- ♦ Human Resource Series:
  - *Human Resource Assistant*
  - *Human Resource Representative*
  - *Human Resource Officer*
  - *Human Resource Assistant Manager*
  - *Human Resource Manager*
- ♦ Illustrator
- ♦ Image Processing Technician Series:
  - *Image Processing Technician I*
  - *Image Processing Technician II*
  - *Image Processing Technician III*
  - *Image Processing Technician IV*
- ♦ Industrial Hygienist
- ♦ Information Services Supervisor
- ♦ Information Technology Manager/  
Administrative Coordinator
- ♦ Information Technology Support Associate
- ♦ Information Technology Technical Associate
- ♦ Insurance Risk Manager Series:
  - *Insurance Risk Manager I*
  - *Insurance Risk Manager II*
- ♦ Inventory Records Series:
  - *Inventory Clerk*
  - *Inventory Specialist*
  - *Inventory Record Control Supervisor*
- ♦ Institutional Compliance Examiner Series:
  - *Institutional Compliance Examiner I*
  - *Institutional Compliance Examiner II*
  - *Institutional Compliance Examiner III*
  - *Institutional Compliance Examiner IV*
  - *Manager of Institutional Audits*

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Instrument and Measurement Technician Series:
  - *Instrument and Measurement Technician I*
  - *Instrument and Measurement Technician II*
  - *Instrument Measurement Technician III*
- ♦ Intercollegiate Athletics Equipment Specialist
- ♦ Interior Decorator Series:
  - *Interior Decorator I*
  - *Interior Decorator II*
- ♦ Interpreter for the Deaf and Hard of Hearing Series:
  - *Senior Interpreter for the Deaf and Hard of Hearing*
- ♦ Ironworker Series:
  - *Ironworker*
- ♦ Labor Relations Specialist
- ♦ Laboratory Helper
- ♦ Laboratory Mechanic Series:
  - *Assistant Laboratory Mechanic*
  - *Laboratory Mechanic*
- ♦ Laundry Worker
- ♦ Library Series:
  - *Library Clerk*
  - *Library Assistant*
  - *Library Specialist*
  - *Senior Library Specialist*
  - *Library Operations Associate*
- ♦ Locksmith Series:
  - *Locksmith*
  - *Locksmith Sub-Foreman*
  - *Locksmith Foreman*
- ♦ Machinist Series:
  - *Machinist*
  - *Tool and Instrument Mechanic*
  - *Machinist Sub-Foreman*
  - *Machinist Foreman*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Machinist Welder Series:
  - *Machinist Welder*
  - *Senior Machinist Welder*
- ♦ Maid
- ♦ Mail Messenger Series:
  - *Mail Messenger*
  - *Mail Supervisor*
- ♦ Mailing Equipment Operator/Expediter Series:
  - *Mailing Equipment Operator/Expediter I*
  - *Mailing Equipment Operator/Expediter II*
  - *Mailing Equipment Operator/Expediter III*
- ♦ Mailing Services Management Series:
  - *Mailing Services Supervisor I*
  - *Mailing Services Supervisor II*
  - *Mailing Services Manager*
- ♦ Main Desk Attendant
- ♦ Maintenance Equipment Operator
- ♦ Maintenance Laborer
- ♦ Maintenance Repair Series:
  - *Maintenance Repair/Worker*
  - *Maintenance Repair Foreperson*
- ♦ Maintenance Worker
- ♦ Manager of Agricultural Sciences Facilities
- ♦ Manager of University Cashiering Operations
- ♦ Materials Technologist Series:
  - *Materials Technologist I*
  - *Materials Technologist II*
- ♦ Mechanical Construction Superintendent



## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ◆ Medical Assistant Series:
  - *Medical Assistant*
  - *Medical Assistant (Credentialed/Certified)*
- ◆ Medical Education Program Series:
  - *Medical Education Program Coordinator*
  - *Medical Education Program Specialist*
- ◆ Medical Insurance Series:
  - *Medical Insurance Representative*
  - *Medical Insurance Associate*
  - *Medical Insurance Specialist*
  - *Medical Insurance Assistant Manager*
  - *Medical Insurance Manager*
- ◆ Medical Laboratory Assistant Series:
  - *Medical Laboratory Assistant I*
  - *Medical Laboratory Assistant II*
  - *Medical Laboratory Assistant III*
- ◆ Medical Laboratory Technician Series:
  - *Medical Laboratory Technician I*
  - *Medical Laboratory Technician II*
  - *Medical Laboratory Technician III*
- ◆ Medical Office Series:
  - *Medical Office Assistant*
  - *Medical Office Associate*
  - *Medical Office Specialist*
  - *Medical Office Coordinator*
- ◆ Medical Radiation Dosimetrist Series:
  - *Medical Radiation Dosimetrist I*
  - *Medical Radiation Dosimetrist II*
- ◆ Medical Staff Services Specialist Series:
  - *Medical Staff Services Specialist I*
  - *Medical Staff Services Specialist II*
  - *Medical Staff Services Coordinator*
- ◆ Medical Transcriptionist Series:
  - *Medical Transcriptionist I*
  - *Medical Transcriptionist II*
  - *Medical Transcriptionist III*
  - *Medical Transcriptionist IV*
  - *Coordinator of Medical Transcription*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ◆ Member Services Representative Series:
  - *Member Services Representative I*
  - *Member Services Representative II*
- ◆ Microfilm Operator/Technician Series:
  - *Microfilm Operator/Technician I*
  - *Microfilm Operator/Technician II*
  - *Microfilm Operator/Technician III*
- ◆ Mill Worker Series:
  - *Mill Worker*
  - *Mill Worker Foreman*
- ◆ Model Maker
- ◆ Molecular Beam Epitaxy Facility Coordinator
- ◆ Motor Vehicle Operator and Mechanic
- ◆ Multimedia Technical Support Series:
  - *Multimedia Assistant*
  - *Multimedia Operator*
  - *Multimedia Technician*
  - *Multimedia Supervisor*
- ◆ Multimedia Technology Communications Series:
  - *Multimedia Communications Associate*
  - *Multimedia Communications Specialist*
  - *Multimedia Communications Supervisor*
- ◆ Museum Exhibits Series:
  - *Museum Exhibits Preparator*
  - *Museum Exhibits Designer*
  - *Curator of Exhibits*
- ◆ Natural Science Laboratory Assistant Series:
  - *Natural Science Laboratory Assistant I*
  - *Natural Science Laboratory Assistant II*
  - *Natural Science Laboratory Assistant III*
- ◆ Natural Science Technical Assistant
- ◆ Night Supervisor of University Union
- ◆ Nursery Worker

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Nutrition Assistant
- ♦ Office Support Series:
  - *Office Support Assistant*
  - *Office Support Associate*
  - *Office Support Specialist*
  - *Office Manager*
  - *Office Administrator*
- ♦ Offset Printing Supervisor Series:
  - *Offset Printing Supervisor I*
  - *Offset Printing Supervisor II*
- ♦ Operations Clerk
- ♦ Painter Series:
  - *Painter*
  - *Painter Sub-Foreman*
- ♦ Paralegal Assistant
- ♦ Park Attendant Series:
  - *Park Attendant*
  - *Park Supervisor*
- ♦ Parking Meter Mechanic Series:
  - *Parking Meter Mechanic I*
  - *Parking Meter Mechanic II*
- ♦ Parking Services Agent Series:
  - *Parking Services Agent I*
  - *Parking Services Agent II*
- ♦ Pastry Chef Series:
  - *Assistant Pastry Chef*
  - *Pastry Chef*
- ♦ Patient Services Specialist
- ♦ Payroll Series:
  - *Payroll Clerk*
  - *Payroll Specialist I*
  - *Payroll Specialist II*
  - *Payroll Specialist III*
  - *Assistant Payroll Manager*
  - *Payroll Manager*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Pest Controller
- ♦ Pharmacy Technician Series:
  - *Pharmacy Technician I*
  - *Pharmacy Technician II*
  - *Pharmacy Technician III*
- ♦ Photographer Series:
  - *Photographer*
  - *Senior Photographer*
- ♦ Photographic Laboratory Management Series:
  - *Assistant Manager of Photographic Laboratory*
  - *Manager of Photographic Laboratory*
- ♦ Physical Science Assistant Series:
  - *Physical Science Staff Assistant*
  - *Physical Science Technical Assistant*
- ♦ Physical Therapy Aide
- ♦ Pipefitter Series:
  - *Pipefitter Refrigeration Mechanic*
- ♦ Plumber Series:
  - *Plumber*
  - *Plumber Sub-Foreman*
- ♦ Pneumatic Instrument and Controls Mechanic
- ♦ Printing Management Series:
  - *Assistant Superintendent of Print Shop*
  - *Superintendent of Print Shop*
- ♦ Printing Production Series:
  - *Printing Production Assistant*
  - *Printing Production Coordinator*
- ♦ Program Services Aide
- ♦ Program Services Specialist
- ♦ Radiation Safety Officer

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Radiation Safety Technician
- ♦ Radio Station Production Supervisor
- ♦ Records Management Series:
  - *Assistant Records Management Officer*
  - *Records Management Officer*
- ♦ Recycling Coordinator
- ♦ Research Engineering Assistant
- ♦ Research Facility Attendant
- ♦ Research Laboratory Shop Supervisor
- ♦ Residence Hall Attendant Series:
  - *Residence Hall Attendant*
  - *Supervisor of Residence Hall Attendants*
  - *Coordinator of Residence Hall Attendants*
- ♦ Respiratory Care Therapy Series:
  - *Respiratory Care Therapy Technologist*
  - *Respiratory Care Therapy Specialist*
  - *Respiratory Care Therapy Manager*
- ♦ Retail Sales Associate Series:
  - *Retail Associate*
  - *Retail Supervisor*
  - *Retail Assistant Manager*
  - *Retail Manager*
- ♦ Roofer Series:
  - *Roofer*
  - *Roofer Sub-Foreman*
  - *Roofer Foreman*
- ♦ Routing Dispatcher Series:
  - *Routing Dispatcher I*
  - *Routing Dispatcher II*
  - *Routing Dispatcher III*
  - *Routing Supervisor*
- ♦ Security Guard Series:
  - *Security Guard*
- ♦ Sewage Treatment Plant Operator

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ♦ Shipping Receiving Clerk
- ♦ Space Administrator Series:
  - *Space Administrator I*
  - *Space Administrator II*
  - *Space Administrator III*
- ♦ Speech Pathologist
- ♦ Sports Equipment Supervisor
- ♦ Steam and Power Plant Series:
  - *Steam and Power Plant I*
  - *Steam and Power Plant II*
  - *Steam and Power Plant III*
  - *Steam and Power Plant IV*
- ♦ Steam Distribution Operator Series:
  - *Assistant Steam Distribution Operator*
  - *Steam Distribution Operator*
  - *Steam Distribution Sub-Foreman*
  - *Steam Distribution Foreman*
- ♦ Storekeeper Series:
  - *Storekeeper I*
  - *Storekeeper II*
  - *Storekeeper III*
- ♦ Superintendent of Building
- ♦ Superintendent of Buildings and Grounds
- ♦ Superintendent of Operations
- ♦ Supervisor of Clinical Pathology Laboratory
- ♦ Supervisor of Rehabilitation Equipment and Facilities
- ♦ Survey Interviewer Series:
  - *Survey Interviewer*
  - *Survey Interviewer Supervisor*
- ♦ Swimming Pool Tender
- ♦ Teacher Aide

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ◆ Technical Service Supervisor
- ◆ Telephone Operator Series:
  - *Telephone Operator I*
  - *Telephone Operator II*
  - *Telephone Operator III*
- ◆ Television Broadcast Equipment Operator
- ◆ Television Master Control Room Supervisor
- ◆ Television Production Coordinator
- ◆ Television Program/Operations Coordinator
- ◆ Television Traffic and Continuity Supervisor
- ◆ Temperature Control Series:
  - *Temperature Control Mechanic*
  - *Temperature Control Sub-Foreman*
  - *Temperature Control Foreman*
- ◆ Test Specialist
- ◆ Theatrical Stitcher
- ◆ Ticket Sales Series:
  - *Ticket Sales Assistant*
  - *Ticket Sales Specialist*
  - *Ticket Sales Supervisor*
- ◆ Tool Room Series:
  - *Tool Room Attendant*
  - *Senior Tool Room Attendant*
  - *Tool Room Supervisor*
- ◆ Transportation Clerk
- ◆ Transportation Series:
  - *Transportation Assistant Manager*
  - *Transportation Manger*
- ◆ Transporter Series:
  - *Transporter I*
  - *Transporter II*

### Classification and Examinations Reviewed and Revised in FY23 continued...

- ◆ Tree Surgery Series:
  - *Assistant Tree Surgeon*
  - *Tree Surgeon*
- ◆ University Food Service Director
- ◆ Vending Services Manager Series:
  - *Vending Services Manager I*
  - *Vending Services Manager II*
- ◆ Veterinary Technician Series:
  - *Veterinary Technician (General)*
- ◆ Veterinary Assistant
- ◆ Waiter/Waitress
- ◆ Water Station Series:
  - *Water Station Operator*
  - *Water Station Sub-Foreman*
  - *Water Station Foreman*
- ◆ Work Program Participant

A total of 501 classifications and examinations were revised in FY23.

## FY 2023 AGENCY ACTIVITIES continued...

### New Classification and Examinations Completed in FY23

Following is a list of new classification and examinations completed during FY23:

- ♦ Peer Support Series:
  - *Peer Support Assistant*
  - *Peer Support Specialist*
  - *Peer Support Supervisor*

A total of 3 new classification and examinations were completed in FY23.

### Classification and Examinations Discontinued in FY23

Following is a list of classifications and examinations discontinued in FY23:

- ♦ Information Technology Assistant Manager
- ♦ Information Technology Manager
- ♦ Information Technology Associate Director
- ♦ Information Technology Director

A total of 4 classifications and examinations were discontinued in FY 23.

### Classification and Examinations Consolidated in FY23

Following is a list of classifications and examinations consolidated during FY23:

- ♦ Application Programmer Series:
  - *Application Programmer I*
  - *Application Programmer II*
  - *Application Programmer III*
- ♦ Application Analyst Series:
  - *Application Analyst*
  - *Senior Application Analyst*
- ♦ Communication Network Specialist Series:
  - *Communication Network Specialist I*
  - *Communication Network Specialist II*
  - *Communication Network Specialist III*
- ♦ Communication Services Specialist Series:
  - *Communication Services Specialist I*
  - *Communication Services Specialist II*
  - *Communication Services Specialist III*

### Classification and Examinations Consolidated in FY23 continued...

- ♦ Electronics Technician Series:
  - *Electronics Technician*
  - *Senior Electronics Technician*
  - *Principal Electronics Technician*
- ♦ Local Area Network (LAN) Series:
  - *Local Area Network (LAN) Support Specialist I*
  - *Local Area Network (LAN) Support Specialist II*
  - *Local Area Network (LAN) Support Administrator*
- ♦ Microcomputer Support Specialist Series:
  - *Microcomputer Support Specialist I*
  - *Microcomputer Specialist II*
  - *Microcomputer Specialist III*
  - *Microcomputer Coordinator*
- ♦ Network Engineer Series:
  - *Network Engineer I*
  - *Network Engineer II*
  - *Network Engineer III*
  - *Network Engineer IV*
  - *Network Engineer V*
- ♦ (Scientific) Electronics Technician Series:
  - *Electronics Technician I*
  - *Electronics Technician II*
  - *Electronics Engineering Assistant*
- ♦ System Administrator Series:
  - *Systems Administrator I*
  - *Systems Administrator II*
  - *Systems Administrator III*
  - *Systems Administrator IV*
- ♦ Systems Programmer Series:
  - *Systems Programmer I*
  - *Systems Programmer II*
  - *Systems Programmer III*
- ♦ Web Specialist Series:
  - *Web Specialist I*
  - *Web Specialist II*
  - *Web Specialist III*

A total of 39 classifications and examinations were revised in FY23.

## FY 2023 AGENCY ACTIVITIES continued...

### Classification and Examinations Deleted in FY23

Following is a list of classifications and examinations deleted in FY23:

- ♦ Adult Education Community Coordinator
- ♦ Arena Attendant
- ♦ Arena Facilities Supervisor
- ♦ Assistant Director of Arena
- ♦ Assistant Direction of Student Center
- ♦ Associate Director for Illini Union/Housing Food Services
- ♦ Electrician Lamper
- ♦ Electrician Lamper Foreman
- ♦ Executive Assistant
- ♦ Field House Facilities Attendant
- ♦ House Attendant
- ♦ Mail Carrier
- ♦ Service Office Supervisor
- ♦ Stage Foreman
- ♦ Dairy and Food Plant Attendant
- ♦ Direct Mail Manager
- ♦ Experimental Field Worker
- ♦ Foods Laboratory Assistant
- ♦ Naturalist
- ♦ Surgical Services Supplies and Equipment Worker
- ♦ Traffic Manager
- ♦ Trauma Register

A total of 22 classifications and examinations were deleted in FY23.

With the consolidation of several class specifications it reduced the total number of class specifications by 62 in FY23.

### Classification and Examination Revisions (in progress)

Following is a list of active classification and examination that are in progress:

- ♦ Certified Clinic Nurse
- ♦ Clinic Nurse Series:
  - *Clinic Nurse*
  - *Charge Nurse*
  - *Nurse Administrator*
- ♦ Clinic Nursing Consultants Series:
  - *Clinical Nursing Consultant I*
  - *Clinical Nursing Consultant II*
- ♦ Licensed Practical Nurse Series:
  - *Licensed Practical Nurse I*
  - *Licensed Practical Nurse II*
- ♦ Professional Nursing Series:
  - *Staff Nurse I*
  - *Staff Nurse II*
  - *Administrative Nurse I*
  - *Administrative Nurse II*
  - *Administrative Nurse III*
- ♦ Research Nurse
- ♦ Communication Access Realtime Translation (CART) Captioner
- ♦ Driver Series:
  - *Driver Helper*
  - *Driver*
  - *Automotive Sub-Foreman*
  - *Automotive Foreman*
- ♦ Route Driver Series:
  - *Route Driver Helper*
  - *Route Driver*
- ♦ Operating Room Technician
  - *Surgical Technologist*

A total of 22 classifications are in progress.



## **FY 2023 AGENCY ACTIVITIES continued...**

### **Other Personnel Transactions**

In FY23, there was a total of 305 Other Personnel Transactions. This is composed of compensatory qualifications (56), extra help extensions (16), intern programs (26), question challenges (0), recheck of examination scores (0), specialty factors (207), and supported employees (0).

### **Compensatory Qualifications**

Employees who lack a minimum qualification for an examination must have a compensating qualification to be admitted to the examination. Education or experience over and above the minimum required may compensate for lack of the minimum required experience or education. The request is made in accordance with section 250.50(b)(3) of the Illinois Administrative Code (80 Ill. Adm. Code §250.50(b)(3)).

As of the end of FY23, a total of 56 compensatory qualification requests were received.

### **Extra Help Extensions**

An Extra Help Appointment may be made by an employer to any position for work the employer attests to be casual or emergent in nature and that meets certain conditions. An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. The employer shall review the status of the position at least every three calendar months. A request for an Extra Help Extension must be submitted for an employee working over the 900 hour limit.

As of the end of FY23, a total of 16 Extra Help Extensions were granted.

### **Intern Programs**

The administrative rules afford the creation of two types of in-service/on-the-job training programs which require approval of the Executive Director. These programs include Apprentice and Intern Appointments.

Apprentice Appointments are utilized for training employees in the established crafts and trades occupations such as Carpenter, Electrician or Plumber.

Intern Appointments are aimed at allowing applicants, who may lack the qualifications or job skills required for employment in a specific classification, an opportunity to work and obtain additional education. Intern Appointments have been designed, and can be used, as a diversity initiative tool to provide non-competitive appointments for various positions to meet specific diversity objectives. By rule, there are limits on these employees, often allowing for one employee per classification.

In FY23, 26 new Intern Programs were approved.

### **Question Challenges**

An applicant who challenges a question on an exam can request an Exam Question Challenge from the University System. Exam Question Challenges with legitimate reasoning/references will be reviewed for accuracy and/or errors.

As of the end of FY23, no Question Challenges were received.

## **FY 2023 AGENCY ACTIVITIES continued...**

### **Recheck of Examination Scores**

If an applicant/candidate makes a written request for a recheck of an examination, the System will review the scoring after receiving the examination from the Employer, providing it is still on file and a recheck breakdown from the school is received with the request.

If the System finds any discrepancies or errors in scoring, discussion with the Employer shall take place before a score is changed. The examination score then shall be changed and a Notice of Corrected Scores sent to the place of employment.

As of the end of FY23, no requests for a Recheck of Examination Score was received.

### **Specialty Factors**

A university/agency may request a Specialty Factor be designated for a specific position. In these instances, the employer has determined that a specific and measurable skill or ability, above the standard requirements, is necessary for the successful fulfillment of the responsibilities associated with the position. Positions requiring the Specialty Factor have been designated through the audit process to meet civil service criteria.

During FY23, the unit reviewed and approved 207 Specialty Factor requests.

### **Classification Audit Appeals**

Employees who believe that their positions have been misclassified by the local university/agency human resource office are allowed to appeal the classification designation and request a review by the Executive Director. The appeal process includes a comprehensive evaluation of all supporting documentation submitted by all parties, conducting interviews, and ultimately proposing an appropriate classification designation for the position.

As of the end of FY23, two (2) classification appeals were received and both of which were returned without review.

### **Supported Employee Program**

The University System is mandated by Section 36s of the Act (110 ILCS 70/36s) to establish and execute a Supported Employee Program. This program is designed to encourage the employment of individuals who are severely disabled and in need of supported employment, as designated by the Illinois Department of Human Services (IDHS) community rehabilitation program. The applicants work in a trial capacity before being appointed into a permanent position and are not required to participate in the open competitive testing process. Once a position has been designated for supported employment, employers may work with IDHS counselors to develop an appropriate training program to assist the supported employee in becoming proficient at the targeted position.

Upon successful completion of the Supported Employee Program, the supported employee is appointed to a status position in the classification and serves a probationary period.

In FY23, no new Supported Employees were appointed. As of the end of FY23, a total of 69 supported employees have been appointed since the program's inception. Currently 29 employees are still actively employed.



## FY 2023 AGENCY ACTIVITIES continued...

### Police Promotional Testing

The University System office schedules and convenes the Police Sergeant (promotional) examinations, i.e., Structured Oral Board. The Structured Oral Board requires a panel of five assessors to interview and observe as many as 10 applicants during a day-long testing period. Throughout the testing period, applicants are required to make oral and written presentations. Assessors provide scores for each applicant's exercise based on previously developed criteria.

During FY23 (May 2023), the University System office conducted two (1 each week) Police Sergeant Structured Oral Boards comprising six work days, tested 30 applicants from eight State Universities, trained four new assessors, and used a total of 10 assessors.

### Diversity Programs

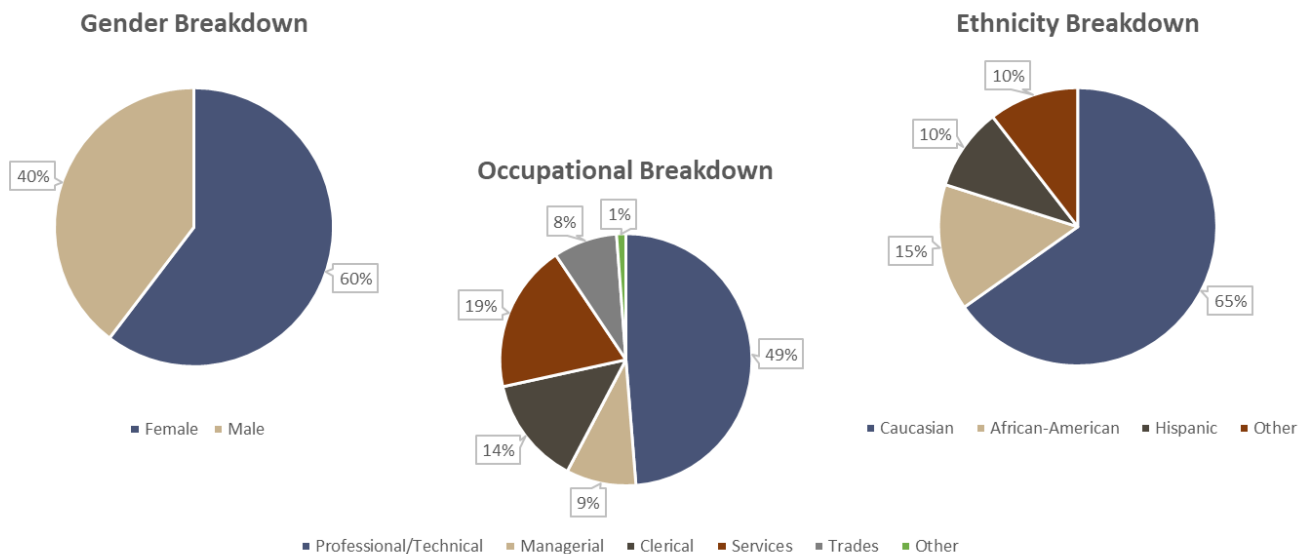
The University System office has programs that assist in the recruitment and placement of candidates from diverse backgrounds. The Intern Program as described on page 17, assists each employer with additional opportunities to recruit diverse applicants. Many other operational adjustments have been implemented to create more flexible employment protocols, minimize pre employment variables, and increase overall the final applicant referral pools for status positions. All of these initiatives serve to facilitate specific university/agency diversity objectives.

## FY 2023 AGENCY ACTIVITIES continued...

### Occupational/Ethnicity/Gender Data

The University System office provides programs to employing universities/agencies to assist in the recruitment, training, and retention of minority candidates into various civil positions. These programs are utilized to support the various diversity programs designed by each university/agency. Intern and Supported Employment Programs allow for on-the-job training and result in the non-competitive placement of successful candidates to civil service status positions. The University System office continues to research and develop additional programs to further facilitate the recruitment and retention of minority applicants to civil service positions throughout the University System. The University System office previously expanded the use of Intern Appointments in professional and technical positions to facilitate diversity objectives in this respect. The University System has also discussed with the Illinois Board of Higher Education the possibility of expanding Intern programs to determine the potential to directly recruit employees from the student populations of both four-year and two-year colleges.

Over the past seven years, the ethnic distribution of civil service status employees throughout the University System has remained fairly constant. Naturally, these numbers may vary tremendously between universities/agencies based on their geographic location. The chart to the below represents the statewide picture as of June 30, 2023.



## FY 2023 AGENCY ACTIVITIES continued...

### Pay Administration/Salary Range

In accordance with Section 36d(3) of the Act (110 ILCS 70/36d(3)), each employer under the jurisdiction of the University System must establish rates and ranges of compensation for each classification in use at their respective university/agency. The University System office allows significant latitude in the establishment of salary rates/ranges, requiring minimum validation of the requested rate or range which allows for regional location differences. Each university/agency is obligated to conduct salary surveys or provide other rationale/validation for salary rates/ranges not covered by union contracts. Collective bargaining agreements for the local area provide the authentication necessary for the establishment of salary rates/ranges for the various craft and trade occupations.

The University System reviews salary rates and ranges for each authorized classification in use by Employers. The University System maintains the Salary Data System, a web-based electronic approval process, which allows universities and agencies to electronically request approval to establish, revise, correct, or delete pay rates or ranges via a secure website. The University System staff completes the authorization process, which notifies each university/agency of the change. The Salary Range Report, which encompasses all salary ranges, is updated monthly. Real time updates for each classification's specific pay ranges are reported on our public website.

As of the end of FY23 a total of 2,949 Salary Data System requests were reviewed by the University System staff; with 2,890 approved, 52 deleted, and 7 requests were denied.

### Civil Service Salaries

Civil service salary data is collected annually from public universities and higher education agencies. This data is sorted by classification with average salaries calculated for each classification. The average salary for civil service staff at Illinois higher education institutions and agencies across all classifications increased by approximately 5.41% between fiscal years FY22 and FY23 to a statewide yearly average of approximately \$61,331. Please note that the civil service salary average is not adjusted by the mix of positions and instead is presented as an actual average annual salary.

## FY 2023 AGENCY ACTIVITIES continued...

### Employment Population Trends

The University System office monitors several employment data elements within the Illinois public higher education community, including employment population types. Major employment categories include:

- ♦ Civil Service Status Appointments;
- ♦ Civil Service Non-status Appointments;
- ♦ Principal Administrative Appointments;
- ♦ Student Appointments; and
- ♦ Academic/Research Appointments.

Civil Service Status Appointments are typically traditional full-time employment positions. Civil Service Non-status Appointments include Temporary, Provisional, Extra Help, Intern and Apprentice Appointments. Positions exempt from the civil service jurisdiction include Principal Administrative Appointments along with Academic/Research Appointments which include teaching and research faculty positions.

A total of 20,901 employees were in status civil service positions at universities/agencies as of June 30, 2023.

### Auditor General's Compliance

The routine biennial compliance audit for FY22 and FY23 will be conducted by the State Auditor General's office in late 2023.

### State Universities Civil Service Act Changes in FY23

Section 250.100 of the Illinois Administrative Code (Code) was amended. This emergency amendment added language to allow employers to create a "transfer list" to use in the appointment of law enforcement in regards to the hiring of police officers. The rule also includes the eligibility requirements for employers to utilize. The emergency rule was effective December 1, 2022, for a maximum 150 days from the publication date in the Illinois Register. The Emergency Rule for Section 250.100 expired on April 29, 2023.

Section 250.5, 250.20, and 250.100 of the Illinois Administrative Code (Code) were amended. Section 250.5 added two new definitions, DER and Transfer List. Section 250.20 provided additional information regarding the appointment of a Designated Employer Representative (DER) and the required forms. Section 250.100 was amended to adopt the emergency rule regarding the creation of a Transfer List for employers to hire Police Officers. These became effective April 30, 2023.

## FY 2023 AGENCY ACTIVITIES continued...

### Governance, Risk, and Compliance Audit

The primary purpose of the Governance, Risk, and Compliance Audit Program is to ensure that public universities and affiliated agencies under the jurisdiction of the Merit Board maintain compliance with the Act (110 ILCS 70/36b *et seq.*, the Code (80 Ill. Adm. Code §250), and system procedures.

The Audit Program functions not only in a compliance capacity, but is also consultative in nature, focusing on building trust and credibility in our professional interactions based on a common operational understanding. This is realized through an extensive review of the each employer's operational needs and objectives as they relate to statutory requirements, administrative rules, and University System procedures. Through these efforts, the audit function provides a framework that attempts to achieve resolution on all issues and recommendations.

The University System has fully incorporated a 3-year audit cycle for each constituent employer. With this change in October 2021, the audit period of review for each place of employment was extended from 2-years to 3-years. This created a significant shift from the previous 2-year schedule that had been in place for decades. This new schedule change allows our Compliance staff to focus on other agency priorities, such as providing training, responding to employees, updating System procedures, and further streamlining audit processes.

During the FY23 audit cycle, the Compliance Services Division continued to provide compliance, advisory, and consultative services to constituent employers related to Civil Service classification designation, employment rules and procedures, layoffs, and exemptions.

Following are some general topics addressed during the standard audit process:

- ◆ *Classification of positions and position control*
- ◆ *Completion of classification audit requests within the processing timeframe standard*
- ◆ *Review and update of business procedures, as related to position register and referral process*
- ◆ *Maintenance of review standards for position descriptions*
- ◆ *Proper maintenance, authorization, and designation of exemptions*
- ◆ *Open and continuous testing requirements*
- ◆ *Utilization of Custom Classes*
- ◆ *Review and verify the employment relationships with union represented employees*
- ◆ *Documentation and communication of Contract Appointments*
- ◆ *Review of Extra Help appointments/monitoring practices*
- ◆ *Supported Employee Program practices*
- ◆ *Management and maintenance of pay ranges*

## **FY 2023 AGENCY ACTIVITIES continued...**

### **Audits Conducted During FY23 by the University System**

During FY23, the University System Audit Team conducted 6 remote audit visits at the following locations:

- ◆ Southern Illinois University School of Medicine
- ◆ Eastern Illinois University
- ◆ University of Illinois at Urbana-Champaign
- ◆ Illinois Board of Higher Education
- ◆ Illinois Community College Board
- ◆ Division of Specialized Care for Children

All final Audit Reports are available online at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

With the change from a two-year audit schedule to a three-year audit schedule, there was a reduction in the number of audits per year; from 10 to either 7 or 6. In FY24, the University System will plan to audit 7 places of employment and in FY25, 6 places of employment will be audited.

Personnel transaction totals will be the largest in fiscal years where the University of Illinois at Urbana-Champaign and the University of Illinois at Chicago are audited, given the campus size and audit scope for each employer. Consequently, FY23 and FY25 will see the largest number of personnel transactions reviewed. Total number of personnel transactions audited during FY23 were 66,548.

## FY 2023 AGENCY ACTIVITIES continued...

### Ethics Officer

The Legal Counsel position serves as the Ethics Officer for the University System office, acting as liaison with the Office of the Executive Inspector General as required by the State Officials and Employees Ethics Act. The Ethics Officer prepares ethics guidance for the University System staff and investigates complaints in compliance with the Procedures for Investigating and Reporting Misconduct and Incidents at State Facilities as adopted from Administrative Order Number 6 (2003). In addition, the Ethics Officer reviews ethics disclosure forms submitted annually by the University System staff.

Ethics training was held on-line for all staff members during the May 1 through May 31, 2023 training time period.

### Discharge and Demotion

Legal Counsel is responsible for managing the discharge/demotion process, including the pre-hearing, hearing, and post-hearing phases, to ensure compliance with the Code and applicable procedures and guidelines. In FY23, a total of 42 Written Charges for Discharge forms were filed with the University System office. Nine hearings were requested by employees involved in these matters. Of the nine (9) hearings requested by employees, following is a breakdown of the outcome of these hearings:

- ◆ 1 employer withdrew Written Charges for Discharge prior to the hearing;
- ◆ 2 resignations prior to the hearing process;
- ◆ 1 settlement agreement prior to the hearing process;
- ◆ 1 settlement agreement during the hearing process;
- ◆ 2 employees were discharged by the Merit Board;
- ◆ 1 employee was reinstated with a 30-day suspension; and
- ◆ 1 employee was reinstated with a 10-day suspension.

### Equal Employment Opportunity Officer

Legal Counsel serves as the University System's Equal Employment Opportunity Officer. This involves the researching and analyzing of current Civil Rights Laws and court opinions and drafting guidance and conducting training in compliance with these laws and opinions. This person also is responsible for investigating University System staff employment complaints with which the University Systems must comply and recommend remedial action when appropriate.

### Freedom of Information Officer

Legal Counsel is responsible for reviewing and responding to requests for information under the Freedom of Information Act.

During FY23, the University System office had four (4) requests for information under the Freedom of Information Act.



## FY 2024 AGENCY ACTION PLAN

The Agency's Action Plan for FY24 will continue to concentrate on customer service, communications, business process upgrades, efficiency, and an overall modernization of the University System. As a facilitator of the teaching and research mission of each university and affiliated agency, we will continue in our effort to positively redefine our culture and organizational perception through the efficient and effective administration of a quality human resource program. Consistent with this objective, the following initiatives are planned for FY24.

### **Classification Plan Revisions**

This is an ongoing project designed to eliminate redundancy and duplication in classification designations, upgrade associated employment protocols, and develop new pre-employment testing/credentials review processes. Our overall goal is to reduce the number of classifications and move to establish a routine classification revision process based on national occupational standards/trends and employer operational needs.

### **Act/Code/Procedure Revisions**

The University System continually and systematically review and update our Administrative Rules and procedures, developing a legislative strategy for improvement and upgrade. Over the last few years, we have taken some significant actions in this regard. Our plan is to be even more aggressive in our efforts in this respect. The Merit Board, along with our advisory groups, will be routinely consulted and actively involved in these developments and activities.

### **Other Projects**

The University System is continually looking to enhance the agency. Other projects the agency is considering are:

- ◆ *Updating examinations in the electronic web-based applicant testing system that is available for use at all campus/agency locations;*
- ◆ *Review and update the SUCSS website to include electronic forms, digital signature capabilities and other electronic communication options;*
- ◆ *Evaluate staffing needs;*
- ◆ *Technology advancements to improve the interface for contract appointments, and other areas;*
- ◆ *Training and Webinars;*
- ◆ *Intern Programs based on EEO goals; and continue to review and update the SUCSS website for an improved user experience.*

We continue to coordinate statewide consolidation of resources to assist in the final development and implementation of these plans. Collaboration with employers and their various employee groups has become a critical element in our strategic plan. Through these initiatives, there will be significant system wide gains in productivity, cost effectiveness, and accountability. We have experienced some significant financial gains primarily through our technology improvements in communications and website developments. There is an enormous savings potential in these programs and we are committed to aggressively pursuing these operational goals and action plans.