

Example 1.1b**INSTRUCTIONS TO REQUEST ACTIONS FOR SERIES SPECIFICATIONS**

The following instructions and form are intended for the submission of job specification requests that involve *two or more classes* in a promotional line (a “series” of classes). If the actions you are proposing involve only individual job classes in a promotional line, you should use our alternate form for single classes (see *Example 1.1a*). You may use the following form for the addition, revision, deletion, or reinstatement of a series of classes.

Please follow these instructions carefully in preparing your request. If you have any questions about them or about the form itself, call the Classification Division of the System Office at 217/278-3150.

1. Read the instructions completely and review all portions of the form before you start to fill it in.
2. Duplicate as many copies of the pages in the form as you will need for your proposal. Most proposals should need only one copy of pages 1 - 3 and 8 of *Example 1.1b*. You will have to make several copies of pages 4 - 7; however, one for each class in your series. Keep the master copy of the form in this procedures manual for future use.
3. Complete all parts of the form. If some part is not applicable to your request, write “N/A” in that section. *Do not leave it blank.*
4. If the space provided in some parts of the form is inadequate, attach additional sheets of paper and identify the part of the form they relate to.
5. Answer all pertinent questions on pages 1, 2, and 5. Give special attention to providing a full explanation of the problems that initiated the request in **Section I** and the specific reasons why existing classes could not be used to solve the problems at the end of **Section IV (D)**.

If your proposal involves classes that are or will be covered by a collective bargaining agreement(s), be sure to indicate the union designation(s) and the union official(s) with whom the proposal has been discussed. We will not begin processing a proposal until the DER has certified the proposal has been discussed with the union(s).

6. Type the work descriptions as you would like them to appear in the specification on pages 3 - 5 of the form.

Type the overall series title and the titles of the individual classes in it at the top of page 3. Type the Series Narrative in the space below the titles.

On your several copies of pages 4 and 5 type the overall function and typical duties of the separate classes in your series. Identify the level/class you are referring to at the top of each page. Assign numbers to the separate work assignments listed in the Duties section of each class.

7. On your copies of pages 6 and 7 type the job requirements you are proposing for the classes in your series. Identify the level/class you are referring to at the top of each page.
 - a. On page 6 list in the “Personal Attributes Required” column the *minimum* knowledges, skills, and abilities persons must have when they are first hired into the class in order to perform the initial duties in a *barely acceptable* fashion. Do not list here attributes that only superior candidates for the job would have; these attributes may be incorporated into the examination that is developed for the class however.

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Number consecutively (1, 2, 3...) each separate item you have listed in the “Personal Attributes Required” column. For each attribute, write in the “Related Duty” column the number of the specific duty (or duties) listed on pages 4 or 5 the attribute is related to and that justifies its incorporation into the minimum job requirements. If the relationship of the attribute to the duty is not an immediately obvious one, explain it on page 8.

- b. On page 7 list the *minimum* credentials (experience, training, and/or licensure requirements) that generally would demonstrate that persons have the attributes listed for the class. Do not list credential requirements that would exceed the bare minimum; these may be incorporated into the examination when it is developed.

Make sure the organization of the proposed credential requirements is absolutely clear. Identify separate requirements with different Arabic numbers (1, 2, 3...). Use letters (A, B, C...) and/or other symbols to label the parts of a requirement that has variables within it, such as a requirement composed of alternate items (A or B or C), items that may be combined (combinations of A, B, and/or C), or some combination of both. We will be unable to understand your proposal if the requirements are not organized and labeled clearly.

Complete pages 6 and 7 very carefully and in a manner that will assure that your proposed requirements are in compliance with: 1) the Uniform Guidelines on Employee Selection Procedures issued by the Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice to implement Title VII of the Civil Rights Act of 1964 and 2) the Rules on Equal Employment Opportunity for Individuals with Disabilities issued by the Equal Employment Opportunity Commission to implement Title I of the Americans with Disabilities Act of 1990. If the relationships between the duties, attributes, and credentials you are proposing are not immediately obvious, explain them on page 8. If your credential requirements would require all applicants to have completed some educational program or to possess (or be eligible for) some license or certificate, explain on page 8 why no one but persons with these credentials could perform the job. If the requirements you are proposing could exclude persons with disabilities, explain on page 8 as well how the requirements are necessary for the performance of the “essential functions” of your positions.

8. Have the form signed on page 8 by both the personnel technician who prepared the request and the DER. Submit the request to the Manager, Classification and Pay Administration Division, State Universities Civil Service System, 1717 South Philo Road, Suite 24, Urbana, Illinois 61802-6044. The request will be reviewed by staff members of the Division and will be processed in accordance with procedures outlined in the *Classification Procedures Manual*.
9. If you want to establish a 12-month probationary period for any of the classes in your series, you will have to duplicate and complete another form (see *Example 1.1c*). Six-month probationary periods will be established for classes unless a 12-month probationary period is specifically requested. You need to complete a separate form of each class involved unless the supporting information is the same for some of the classes; in those cases, the requests may be combined.

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FORM TO REQUEST ACTIONS FOR SERIES SPECIFICATIONS

I. Explanation of Need for Proposed Action

II. Actions Requested

A. Classes

Indicate if you are proposing that a new class be added, an active class revised or deleted, or an inactive class reinstated (with or without revision) in the formation of the proposed series. Write ADD, REVISE, DELETE, and/or REINSTATE in the spaces provided for “action.”

<u>active/inactive classes</u>	<u>action</u>	<u>classes in proposed series</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Promotional Line

Indicate any effect the actions you are proposing will have on promotional line(s) (the creation of a new line or the deletion or revision of an existing one). Identify the code number of any current lines that might be involved. List the classes in the promotional line(s) you are proposing with the entry-level class at the top of the list.

_____ Delete	<u>Classes in proposed line:</u>
_____ Revise Current Promotional Line No. _____	_____
_____ Add	_____

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III. Supplemental Information

A. Estimated pay ranges for each class: (For information purpose only. Does not represent formal request.)

<u>class</u>	<u>pay range (per month)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Effective date desired: _____

C. Attach any job analysis materials (such as job analysis forms, position descriptions, audit notes, organization charts, etc.) you have for each class in the series.

D. Departmental representatives consulted in preparation of request:

- | | |
|---|---|
| <p>1. _____
 (individual)

 (position)

 (department)</p> | <p>3. _____
 (individual)

 (position)

 (department)</p> |
| <p>2. _____
 (individual)

 (position)

 (department)</p> | <p>4. _____
 (individual)

 (position)

 (department)</p> |

E. Union officials with whom this proposal has been discussed

- | | |
|--|--|
| <p>1. _____
 (individual)

 (position)

 (bargaining unit)</p> | <p>2. _____
 (individual)

 (position)

 (bargaining unit)</p> |
|--|--|

F. Other institutions or agencies in the State Universities Civil Service System consulted in preparation of this request. What was their role in its development of the request?

G. Outside institutions, agencies, or persons (such as Illinois Department of Professional Regulation, Illinois Department of Public Health, accreditation agencies, or industries) consulted in preparation of this request.

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- H. Attach articles from occupational journals and other publications you may have that will help to explain the request more fully.

NOTE: Also provide additional supplemental information requested for each class in the proposed series on your copies of page 5.

IV. DRAFT OF SERIES SPECIFICATION

A. SERIES TITLE _____

B. LEVELS

C. SERIES NARRATIVE

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D. DESCRIPTIONS OF LEVELS OF WORK:

LEVEL _____ CLASS TITLE _____

1. Function of Class:

2. Typical Duties:

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D. DESCRIPTIONS OF LEVELS OF WORK (continued)

LEVEL _____ CLASS TITLE _____

2. Typical Duties (continued)

Additional Supplemental Information for Each Class in Proposed Series

1. At this time there are _____ positions, classified as _____ and located in _____ (department(s)), to which the duties of this proposed class have been assigned. How many of the positions are presently encumbered? _____ How do you propose to move the incumbents into the proposed class? _____ If no employees are currently performing these duties, how many will be if the proposed class is adopted? _____
2. List existing job classes considered for assignment of the positions and the specific reasons they are unusable.
 - a. Class Title _____
Unusable because:
 - b. Class Title _____
Unusable because:
 - c. Class Title _____
Unusable because:

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E. MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

LEVEL _____ CLASS TITLE _____

1. Personal Attributes Required for Barely Acceptable Job Performance at Hire:

<u>PERSONAL ATTRIBUTES REQUIRED</u>	<u>RELATED DUTY</u>
a. <u>Knowledges:</u>	
b. <u>Skills:</u>	
c. <u>Abilities:</u>	

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E. MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

LEVEL _____ CLASS TITLE _____

2. Credentials (Experience, Training, and/or License Requirements) that Demonstrate Possession of Required Personal Attributes

(If credentials include licenses or certificates, attach a copy of the statute and/or rules governing their issuance.)

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V. Information to Support or Explain Proposed Minimum Acceptable Qualifications

VI. Request submitted by:

A. Authorization:

(Designated Employer Representative)

(Institution)

(Date)

B. Draft Prepared by:

(Individual)

(Position)