

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Marc Strauss**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

June 2, 2009

Mr. Lewis T. (Tom) Morelock  
Executive Director  
State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802-6099

This correspondence is intended to formally communicate and document the final outcome of the Biennial Institutional Compliance Audit for the State Universities Civil Service System. The audit period tested was August 1, 2006 through February 28, 2009. I am pleased to inform you that the results of this compliance audit concluded that no Material or Non-Material findings were discovered for this reporting period. Those personnel charged with this compliance responsibility are to be commended for their business practices leading to this excellent report.

On behalf of the audit team, we thank you and your staff for a very productive audit experience. If there are any questions or a personal briefing on any topic related to the audit or audit process is desired, please call me at (217) 278-3150 ext. 242.

Lucinda M. Neitzel  
Audit and Advisory Services Manager  
State Universities Civil Service System

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# State Universities Civil Service System Final Audit Report

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## State Universities Civil Service System Compliance Audit

June 2, 2009

Audit Period

August 1, 2006 to February 28, 2009

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Prepared by:

A handwritten signature in cursive script that reads "Lucinda M. Neitzel".

Lucinda M. Neitzel  
Audit and Advisory Services Manager

**State Universities Civil Service System**  
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## State Universities Civil Service System Final Audit Report

### Introduction

#### PURPOSE

The State Universities Civil Service System was created in 1952 as a separate entity of the State of Illinois and is under the control of the University Civil Service Merit Board as set forth in Section 36b(3) of the State Universities Civil Service Act (Act) ([110 ILCS 70/36b\(3\)](#)). The purpose of the State Universities Civil Service System is to establish a sound program of personnel administration for its constituent employers (110 ILCS 70/36b(2)). To achieve this purpose, the Merit Board has been given a broad range of statutory powers and duties, which include the power to make rules to carry out the purpose of the State Universities Civil Service System and to appoint an Executive Director to administer the Act (110 ILCS 70/36d(11) and (12)).

As part of its statutory power, the Merit Board has promulgated rules that delegate to the Executive Director the authority and responsibility for conducting “ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the [Act (110 ILCS 70/36b et seq.)] and [Part 250 of the Illinois Administrative Code (Code) ([80 Ill. Adm. Code 250](#))] and for improving the programs of personnel administration of its constituent employers” ([80 Ill. Adm. Code §250.140\(c\)](#)). The Act and Code are hereinafter referred to as the Statute and Rules.

This report communicates the final outcome of a comprehensive human resource operational audit, which included an on-site evaluation that was conducted on April 30, 2009. Typically, an exit conference is conducted to review discrepancies and provides an opportunity for the Employer to discuss both the Material and Non-material findings contained in the initial Draft Audit Report. Upon completion of the exit conference and submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Findings only) is sent to the Employer and a Supplemental Report (Non-material Findings) is sent to the campus/agency Human Resource Office for internal use.

#### OVERVIEW

The following Human Resource activities were reviewed during the course of this compliance audit:

- **Assignment of Positions to Classes**

The Auditor completes a review of selected job descriptions for timely updates, proper administration, and correct assignment of position classifications. Additional desk audits of selected positions are conducted onsite for appropriateness of position classifications. There is also an evaluation of the Employer’s desk audit process and conclusions during the time span audited.

- **Compensation Programs**  
The Auditor completes an analysis of the Employer's use of pay rates and pay ranges approved by the Merit Board. An overall evaluation is then conducted of the Employer's compensation program and initiatives to meet requirements of pay equity within the Employer's market area.
- **Examination Program**  
The Auditor conducts a review of pre-employment testing operations. This includes test administration, admission procedures of applicants to examinations, license and certification verifications, scheduling, and security.
- **Administration of Employment and Separation Procedures**  
The Auditor reviews the Employer's business processes and procedures related to the employment cycle, including pre-employment activities, probationary and status employment, and employment separation programs. There is also an assessment of the Employer's utilization and monitoring of non-status appointments.
- **Administration and Employment Protocols of Principal Administrative Appointments (PAA)**  
The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with the exemption authorization provided to each employer. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for further validation of approved exemption. The audit process also includes a review of the Employer's administrative procedures related to these appointments and their approved exemption status.
- **General Review of the Employer's Human Resource Program**  
The Auditor completes a general review of the Employer's human resource programs with respect to effectiveness, efficiency and levels of communication to constituencies. There is also an assessment of the recognition and interaction of human resource programs within the Employer's faculty, administrative and support staff employee groups. The impact of new technology on the recordkeeping and processing of information is also an element for review.
- **Other Follow-up Items from Previous Audit**  
Other follow-up items from previous audits, as well as other matters deemed necessary and appropriate, may have been reviewed and submitted as additional audit subjects.

The following staff members from the System Office, Audit and Advisory Services Division, were directly responsible for conducting various aspects of the audit:

[Jeff Brownfield, Assistant Director](#)  
[Lucinda Neitzel, Audit and Advisory Services Manager](#)

**State Universities Civil Service System**  
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**YEAR ENDED -- 2009**

The compliance testing performed during this examination was conducted in accordance with State Universities Civil Service Act ([110 ILCS 70/36b et seq.](#)), Part 250 of the Illinois Administrative Code (Code) ([80 Ill. Adm. Code 250](#)), [State Universities Civil Service Procedure Manuals](#), applicable University/agency policies/procedures, and auditing standards.

**SUMMARY OF MATERIAL FINDINGS**

<b><u>Number of</u></b>	<b><u>This Report</u></b>
Findings	0
Repeated findings from previous audit®	0