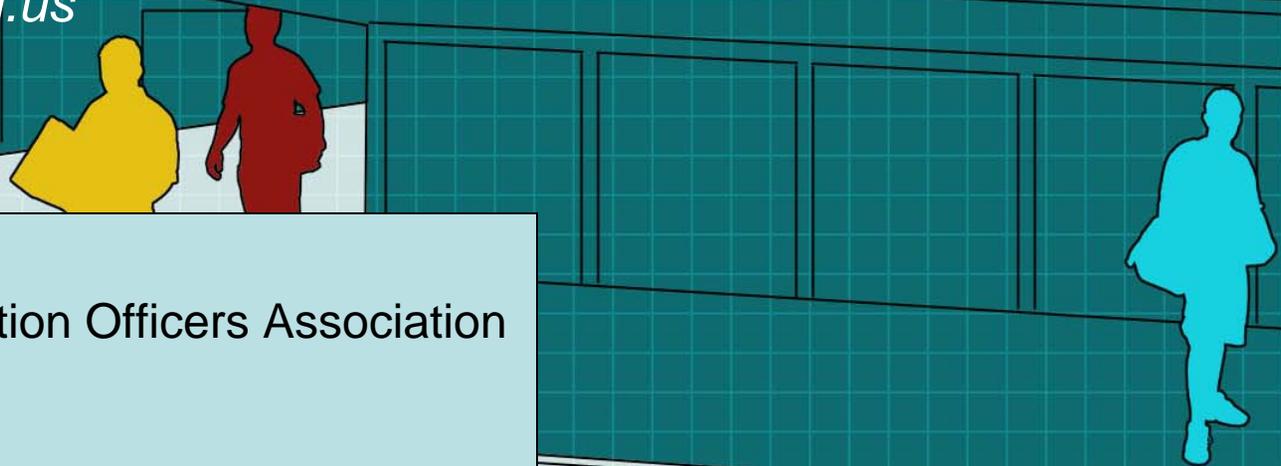


Achieving Diversity Objectives Within Civil Service Systems

State Universities Civil Service System

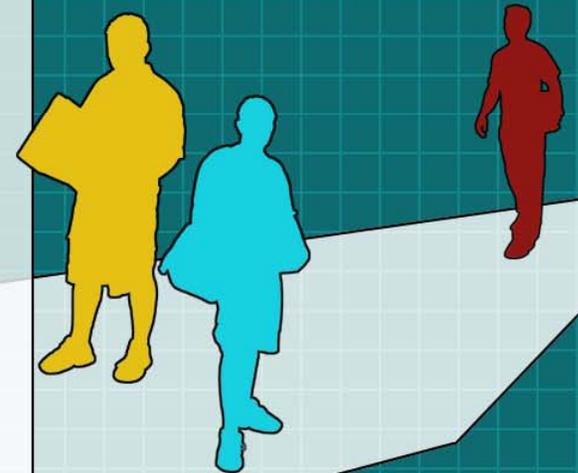
www.sucss.state.il.us

Illinois Affirmative Action Officers Association
December 3, 2004



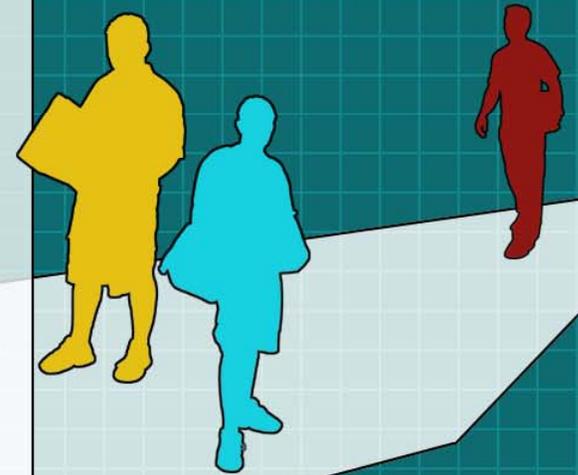
Agenda

- SUCSS Operational Concepts
 - Purpose
 - Innovative Features
 - Mission
- Common Civil Service System Concepts
- Traditional Diversity Programs
 - Learner
 - Trainee
- Program Analysis
 - Statistical Evaluation
- Operational Transition
 - Concepts Under Review/Evaluation
 - New Transitional Programs



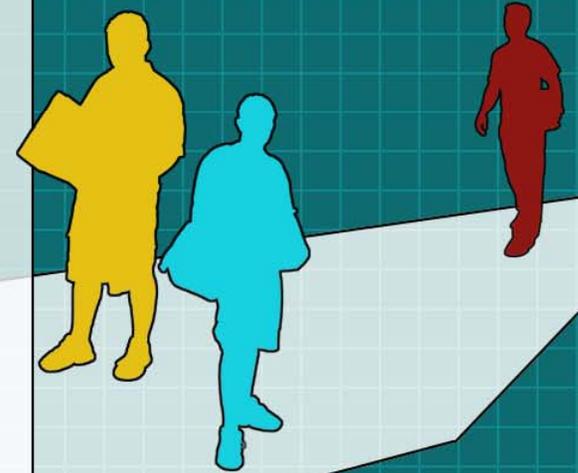
SUCSS Purpose

- To develop, establish and maintain a fair and consistent program of personnel administration at state supported institutions of higher education and other specified allied agencies.
- Statutory obligation to develop and administer the basic rules and procedures related to the employment of professional (non-academic), technical, and support staff at each university and affiliated agency within its jurisdiction.



SUCSS Purpose (cont.)

- Provide direct guidance and support services to universities/agencies in such areas as employment, classification plan management, salary administration, statutory compliance, disciplinary procedures, and other business operations related to the personnel management of support staff positions.
- Note: SUCSS does not have technical jurisdiction over affirmative action/diversity plans at specific employment sites.



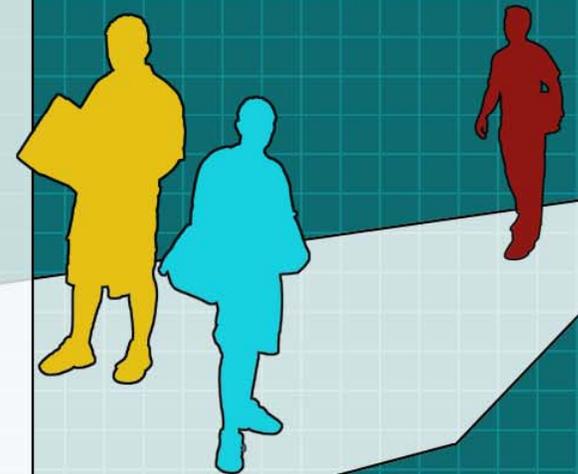
SUCSS Innovative Features

- Procedures to be based on efficiency and economy in operation.
- Focus on equal access and opportunity for all applicants.
- Selection of most highly qualified personnel.
- Minimal direct compensation oversight.



SUCSS Innovative Features

- Decentralized day-to-day HR operations through empowerment of Designated Employer Representatives (DER's)
 - Greater efficiency and effectiveness
 - Limits statewide administrative costs
 - Increased flexibility through supplemental campus policy directives
 - More timely policy implementation on local procedures



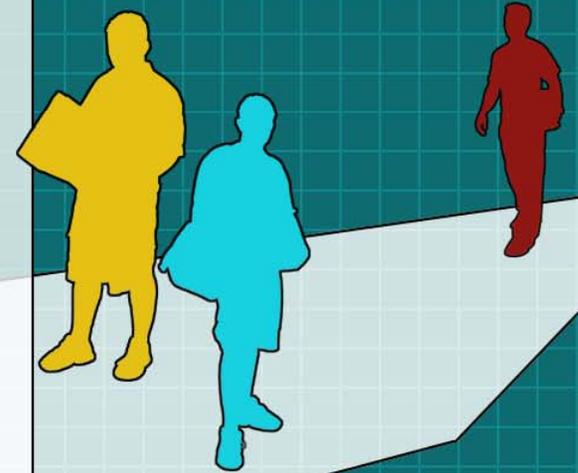
SUCSS Innovative Features

- Direct focus on public university academic and business environment with an emphasis on common teaching and research mission and goals.
- Statewide collaboration and direct business involvement of system constituency.
 - Preservation of integrity in organizational link
 - Builds confidence in business processes and outcomes.
 - Increased trust and confidence in organizational relationships



Mission

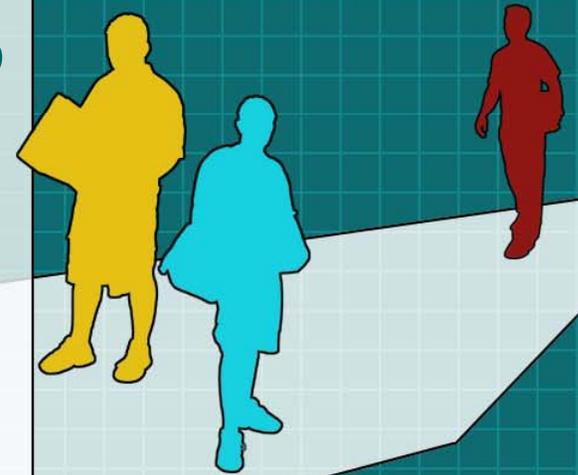
The State Universities Civil Service System strives to champion excellence in education and auxiliary programs by providing a comprehensive foundation of human resource practices and standards that facilitate the recruitment, retention, and development of a quality staff, in support of the teaching and 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. We endeavor to build a quality of life that sets the standard for the nation.



Civil Service Systems

Common Administrative Concepts

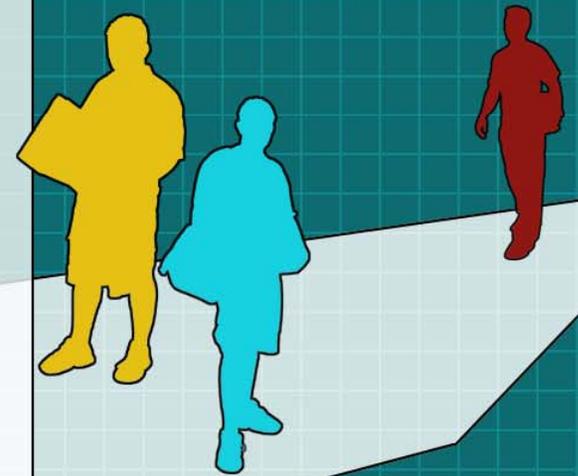
- Governed by statutory guidelines
- Utilization of a complex , multi-series classification plan
- Classifications are accompanied by validated knowledge tests designed to measure merit and fitness
- Classifications are grouped and managed by occupational categories
- Primary focus on internal promotional process for career advancement



Civil Service Systems

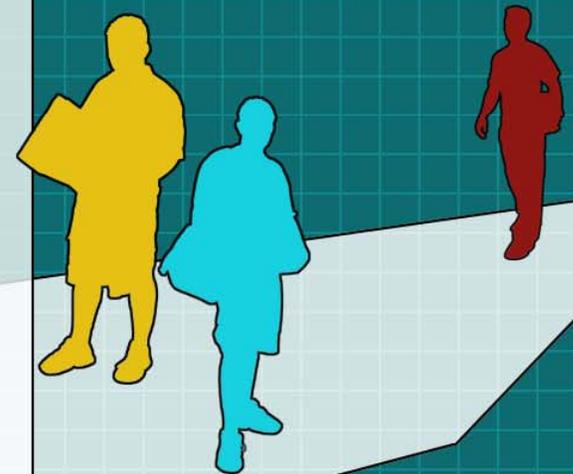
Common Administrative Concepts

- Applicants are evaluated based on education, qualifications, and experience
- Applicants are tested and placed on employment registers by test score
- The top scores are referred for job interviews for each vacancy (Rule of Three)
- Employer usually must select only from those applicants referred for interviews



State Universities Civil Service System Traditional Diversity Programs

- Learner Program
- Trainee Program



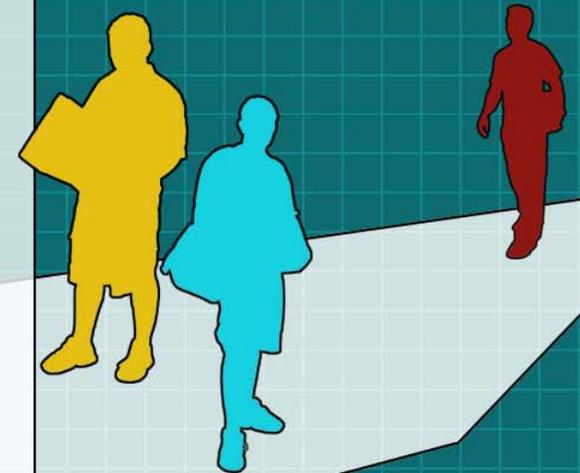
Learner/Trainee Programs Employment Protocols

Learner

- Entry level classification (no MAQ's)
- No qualified candidates from Reemployment Register
- No exam following completion of the program

Trainee

- Any classification requiring MAQ's
- No qualified candidates from Reemployment or Promotional Register
- Upon completion of the program, the applicant must pass the examination for the designated classification



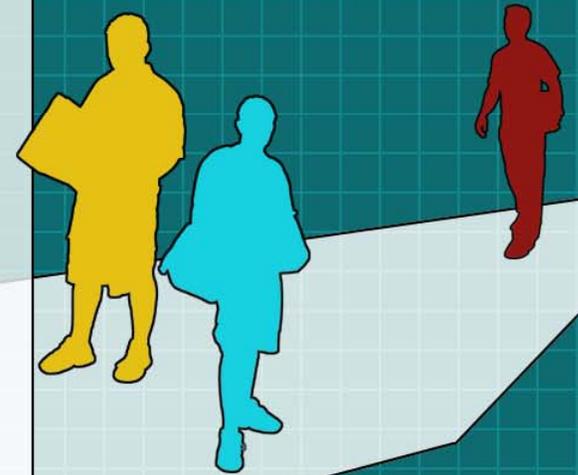
Learner/Trainee Programs Employment Duration

Learner

- Schedule of training not to exceed 12 months

Trainee

- Schedule of training provided, program may last for amount of time sufficient for an employee to meet the MAQ's for the designated classification



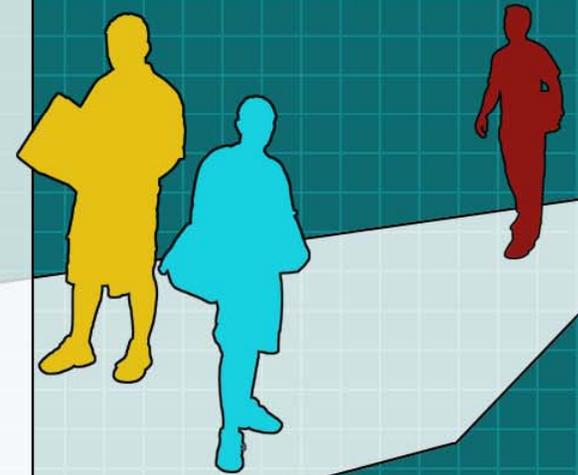
Learner/Trainee Programs Compensation System

Learner

- Salary cannot exceed 95% of the established minimum rate/range for the classification

Trainee

- Salary cannot exceed 95% of the established minimum rate/range for the classification



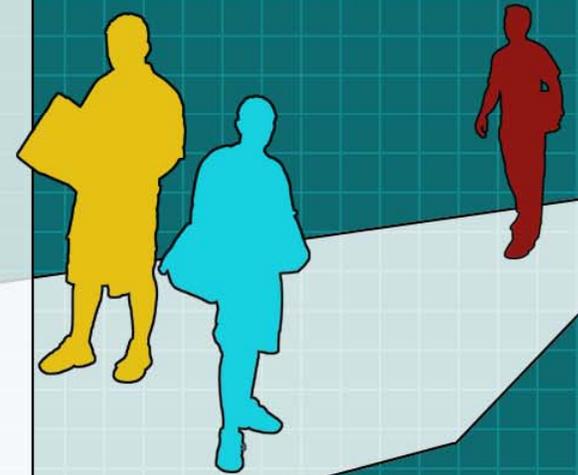
Learner/Trainee Programs Employee Benefits

Learner

- Standard benefit package, health, leave, etc.
- No seniority accumulation during the program
- 'Expectation' of continued employment

Trainee

- Standard benefit package, health, leave, etc.
- No seniority accumulation during the program
- 'Expectation' of continued employment

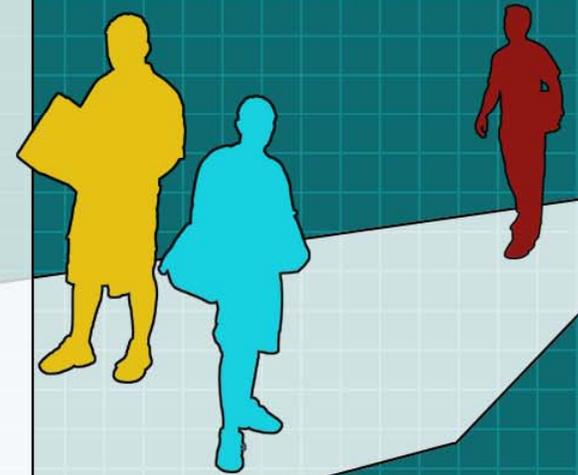


Learner/Trainee Programs

Miscellaneous

Learner Appointment

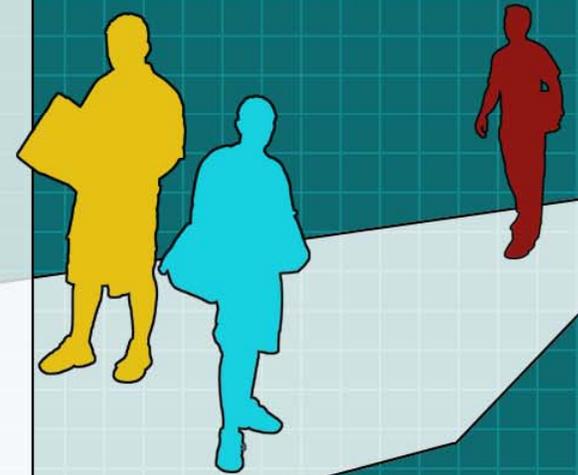
- Employer may have one Learner appointment in a class but cannot exceed 10% of the total positions.



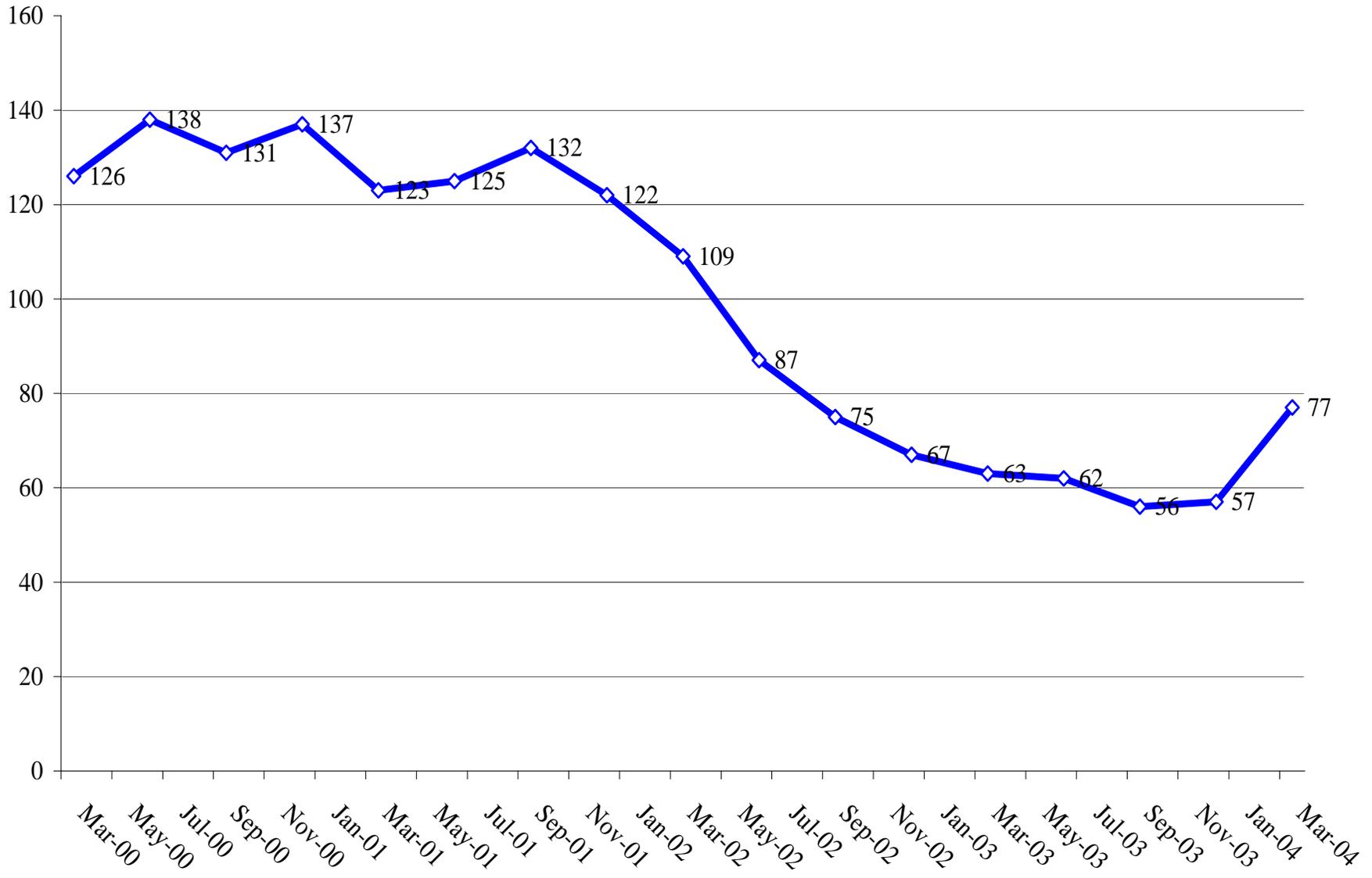
Program Analysis

- **Statistical Evaluation**

Use of Learner/Trainee Programs
State-wide Employment Analysis

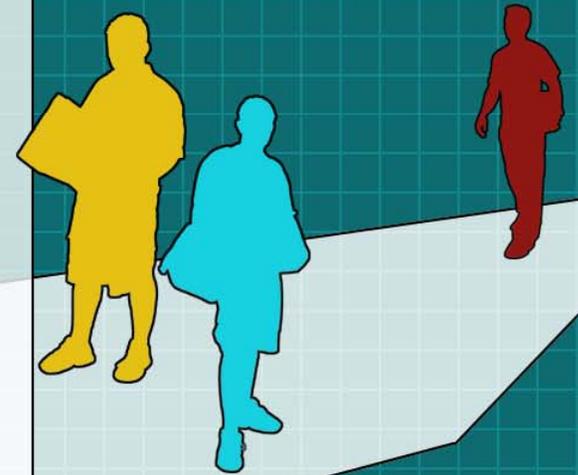


Learner, Trainee, Apprentice Appointments



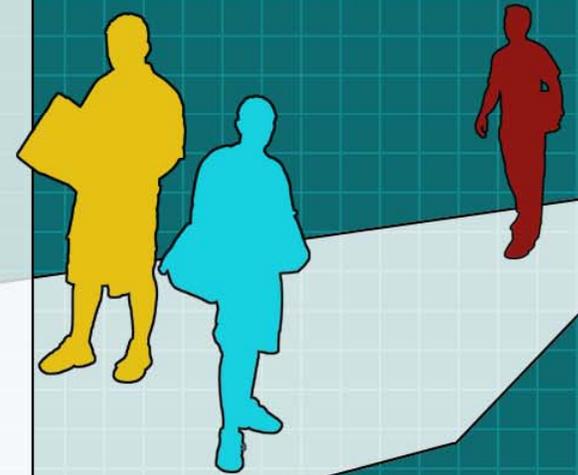
Operational Transition

- Expansion of access & opportunities
- Expansion of applicant referral pools



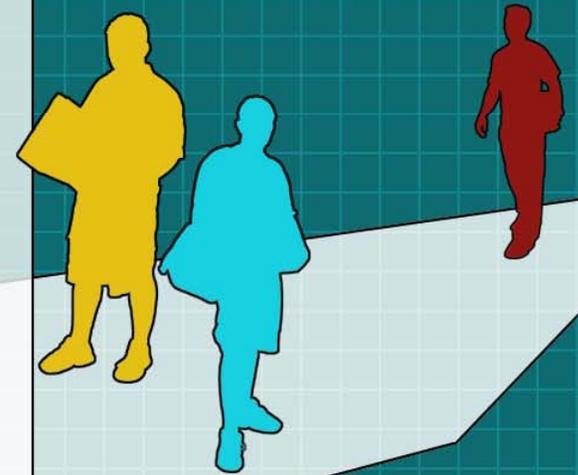
Concepts Under Review/Evaluation

- Expansion of access opportunities
 - Elimination of redundancy in classification structure
 - Web-based electronic testing
 - Credentials assessment testing
 - Active off-site recruiting
- Expansion of applicant referral pools
 - Minimize scoring variables
 - Implement alternative referral guidelines (Expand Rule of Three)



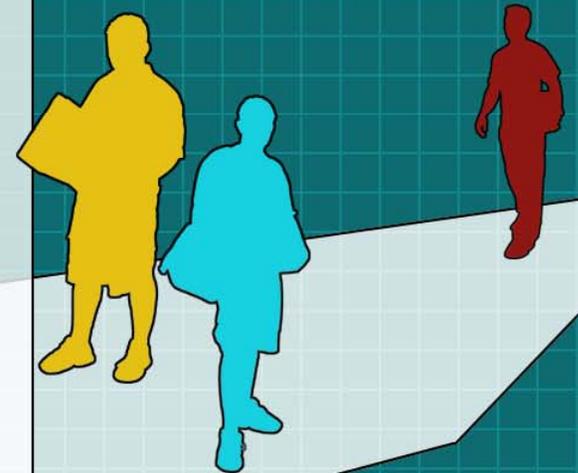
New Transitional Programs

- Intern Program (New Proposal)
- Pilot Program



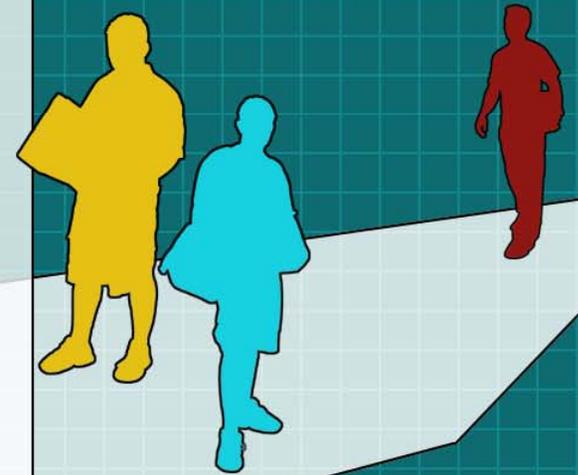
SUCSS New Transitional Programs Intern Program (New Proposal)

- Internship Program based on a Cultural Diversity Objective
 - Promoting cultural awareness
 - Providing more direct opportunities to compete for mid to upper level management positions
- Minimum Acceptable Qualifications
 - Education
 - Bachelor's degree or equivalent training or experience.
 - Cultural Attachment
 - Course Study
 - Work Experience
 - Personal



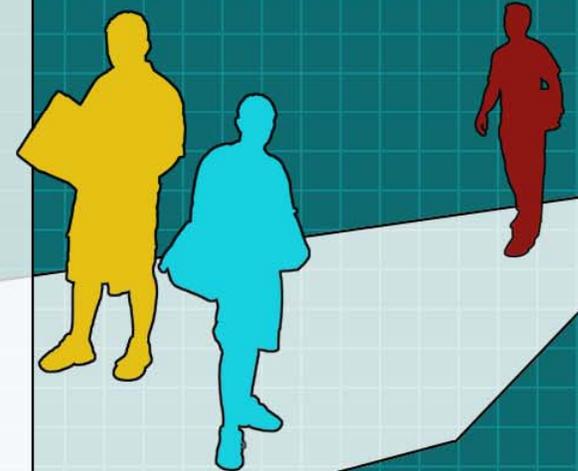
SUCSS New Transitional Programs Intern Program (New Proposal)

- Approval/Notification to System Office
 - Explanation and Program Specifics
 - Designation of occupational area, classification series, and class of position(s)
 - Verification of Under-representation
- Application Process
 - Submit Application/Résumé
 - Credential Assessment Exam
 - Knowledge Test (Under Review)
 - Committee Interview Panel



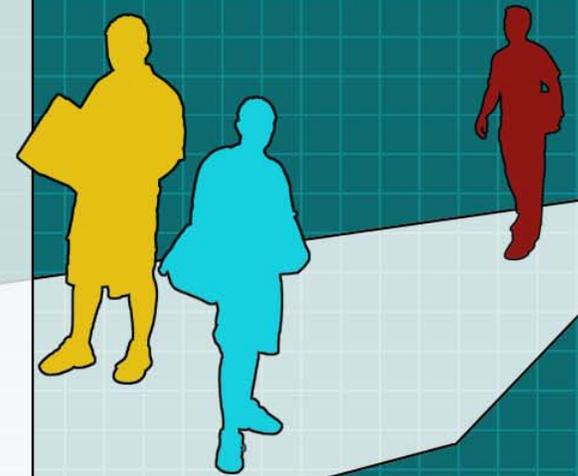
SUCSS New Transitional Programs Intern Program (New Proposal)

- 2-Year Maximum Length of Program
- Non-Status Position
 - Employee must be appointed to a status position upon completion of Internship
 - Recommend use of Pilot Program classifications or classification that utilizes credentials assessment testing option



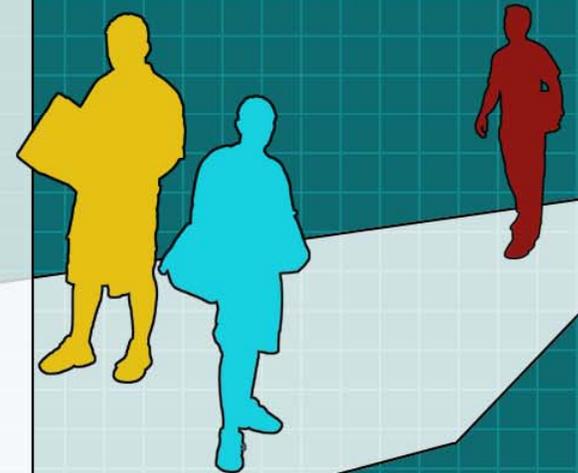
SUCSS Pilot Program

- **Philosophy**
 - To provide more flexible employment protocols, especially for technical and professional classifications, based on the ever-changing set of knowledge, skills, and abilities required in these positions, including the capability to immediately refer large applicant pools for interview.



SUCSS Pilot Program Creation

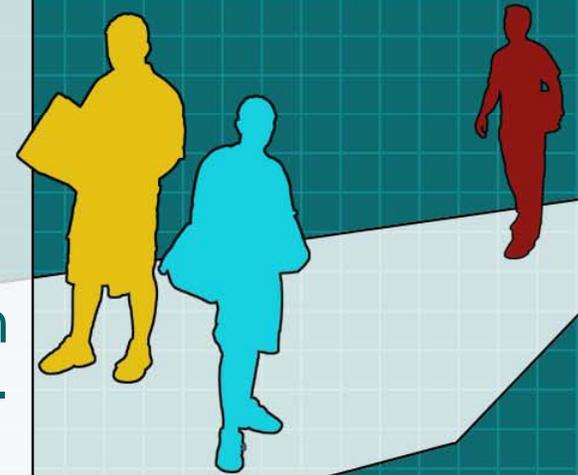
- The Pilot Program was created in October 2002 and included the following classifications:
 - Human Resource Associate
 - Business/Administrative Associate
 - Accounting Associate
- Employment concepts built into this program were particularly applicable to IT classifications and operational units. The Program was expanded to include the following IT classifications:
 - IT Manager/Administrative Coordinator
 - IT Technical Associate
 - IT Support Associate



SUCSS Pilot Program

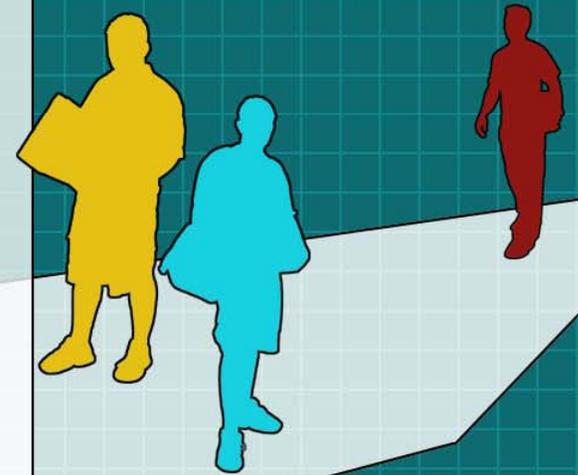
Classification Designation and MAQs

- Positions grouped into broad, general classification categories
- Testing is a Rating of the Application/Résumé, through a Credentials Assessment Instrument.
 - No 'visit' required for written test
 - Rating can be completed immediately upon receipt of résumé
- Test Score is determined by evaluation of education, experience, special skills.
- Limited variability of scores. (4-scores)



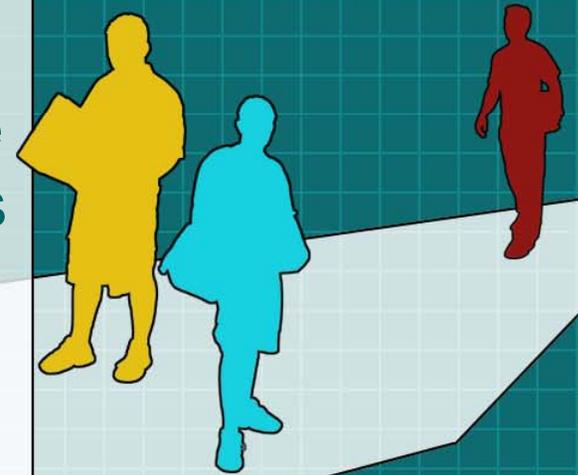
SUCSS Pilot Program Referral/Employment

- Top three scores on the Employment Register are referred for interview.
 - Larger, diverse applicant pool possible
 - Facilitates campus diversity objectives
- Opportunity to void Employment Registers following the selection process for each position opening.



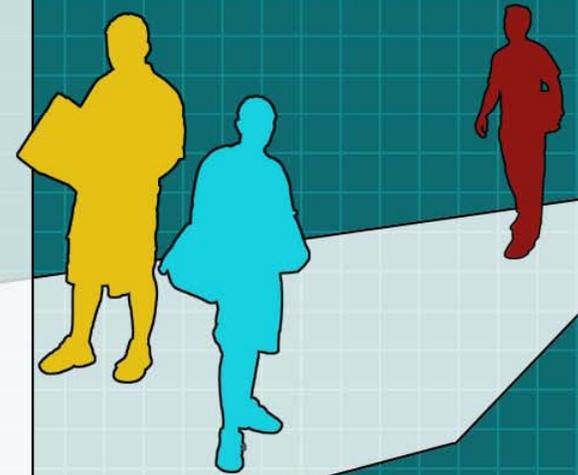
SUCSS Pilot Program Seniority/Bumping Privileges

- Seniority is determined by two tier analysis - classification designation and position requirements.
- Only employees who have verifiable skills and abilities can 'bump' across positions.



SUCSS Pilot Program Statistics

Classification	Total # of Employees	
	Jan. 2004	Dec. 2004
• Accounting Associate	2	4
• Human Resource Associate	6	10
• Business/Administrative Associate	27	41
• IT Manager/Administrative Coordinator	1	1
• IT Technical Associate	N/A	0
• IT Support Associate	N/A	0
TOTAL	36	56



Question/Comments

