

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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July 29, 2009

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**Re: *Final Supplemental Audit of the Position Management Protocols of Principal Administrative Appointments (PAA), University of Illinois at Chicago***

This correspondence is intended to formally communicate and document the final results of a supplemental civil service compliance audit of the University of Illinois at Chicago (UIC) conducted during the period of January 27, 2009 through March 30, 2009. This supplemental audit was initiated by the State Universities Civil Service System as a direct result of significant violations regarding the position management, exemption authorization, and employment protocols of Principal Administrative Appointments (PAA), as discovered and detailed in the Final State Universities Civil Service Compliance Audit Report for the University of Illinois at Chicago (UIC) issued on September 4, 2008.

The Final State Universities Civil Service Compliance Audit Report (FAR) for the University of Illinois at Chicago (UIC) summarized a series of audit topics, including an in-depth review and analysis of the position management, exemption authorization, and employment protocols regarding Principal Administrative Appointments. The audit process included a review of the Employer's administrative procedures and business processes directly related to this employment category, along with a test analysis of specific exemption forms and position descriptions in an attempt to validate compliance with exemption standards and associated procedural requirements.

The FAR determined and documented a significant level of non-compliance regarding this PAA employment topic, with the audit test profile verifying some major problems. The FAR detailed several findings and recommendations on this topic, most significantly one which indicated that exemption authorization was being applied to positions whose descriptions matched civil service classification specifications.

In accordance with the recommendations contained in the FAR, the System Office therefore established the criteria and timeframe for a follow-up Supplemental Audit process. The System Office would specifically review PAA employment activity over a subsequent period of time to determine if proper position management, exemption authorization, and employment protocols had been established and followed in order to satisfy the previous audit recommendations and comply with the statutory and procedural requirements in this regard. The timeframe for this supplemental audit of PAA positions was June 5, 2008 through December 31, 2008. The following System Office staff members were directly responsible for the analysis regarding this supplemental audit:

Mr. Jeff Brownfield, Assistant Director

Ms. Lucinda Neitzel, Audit and Advisory Services Manager

On April 13, 2009, a Draft Supplemental Audit Report was issued detailing the findings and recommendations on this topic. These recent audit results were of serious concern and appeared to confirm the continued failure to establish and/or follow adequate business practices leading to the inappropriate exemption of positions and subsequent employment decisions in direct violation of statutory intent and defined regulations. The System Office staff met with campus representatives on June 16, 2009 to specifically discuss recommendations and actions on how to address these issues and correct business practices in order to most immediately comply with statutory regulations regarding position management protocols and proper exemption authorization of Principal Administrative Appointments. Following this meeting, campus Human Resources provided the Auditor with the necessary documentation to complete the test analysis with respect to the sample of positions that was requested for the supplemental audit.

On June 30, 2009, our office received the final response from the University of Illinois Chicago (UIC) to the Draft Supplemental Audit Report. This response outlined specific strategies and process changes establishing an institutional corrective action plan to address the major areas of concern. The following Final Supplemental Audit Report formally documents the audit results and the University's response to the audit findings and recommendations.

Consistent with discussions at the June 16, 2009 meeting with campus representatives and the positive actions taken by UIC to aggressively address these concerns, the System Office intends to defer the University's next scheduled biennial compliance audit until May/June 2010. This timeframe delay will provide an opportunity for UIC to fully integrate and incorporate the defined business processes and comprehensive position review activities specifically related to this topic and contained in their formal institutional corrective action plan submitted in response to the Draft Supplemental Audit Report. It is anticipated that this additional time will result in marked improvements over the next several months and a pattern of compliance can therefore be established and measured in this respect.

We acknowledge and appreciate the University's commitment to resolving these issues. Our collaboration and joint approach to establishing statutory compliance regarding this topic has been very positive and exemplary.

We remain committed to assist in any way to insure that our common objectives are met in this respect. We will continue to offer our assistance in the development and establishment of employment protocols and corresponding activities that are consistent with the regulatory requirements referenced. Please contact my office if there are any questions or concerns.

Respectfully,



Lewis T. (Tom) Morelock  
Executive Director

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# University of Illinois at Chicago Final Supplemental Audit Report

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## State Universities Civil Service System Compliance Audit

July 29, 2009

Audit Period

June 5, 2008 to December 31, 2009

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Prepared by:



Lucinda M. Neitzel  
Audit and Advisory Services Manager

**University of Illinois at Chicago**  
***Final Supplemental Audit Report***

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**University of Illinois at Chicago**  
**Final Supplemental Audit Report**

**Executive Summary**  
**SUPPLEMENTAL AUDIT**  
**YEAR ENDED FY2009**

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 Procedures 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	3
Repeated findings from previous audit®	3®

**SCHEDULE OF MATERIAL FINDINGS**

<b><u>Item Number</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
UIC FY09-01		<b>FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT)</b> Continued Failure to Establish and/or Follow Adequate Position Control, Exemption Authorization, and Employment Protocols for Principal Administrative Appointments Consistent with Statutory and Procedural Requirements
UIC FY09-02		Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications
UIC FY09-03		Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications

**State Universities Civil Service System  
Audit and Advisory Services  
Final Supplemental Audit Report**

**ENGAGEMENT:** University of Illinois at Chicago

**FINDING:** Continued Failure to Establish and/or Follow Adequate Position Control, Exemption Authorization, and Employment Protocols for Principal Administrative Appointments Consistent with Statutory and Procedural Requirements

**MATERIAL**        X        **NON-MATERIAL**      \_\_\_\_\_

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**Criteria/Standards (i.e., what should exist):**

- 1) [State Universities Civil Service Act \(Act\), Section 70/36b\(2\)](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.140 Delegation of Authority and Responsibilities](#)
- 3) [Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions](#)
- 4) [Principal Administrative Appointments Procedures Manual, Section 1.5a PAA Job Description Form](#)

Section 70/36b(2) of the Act states, “The purpose of the University System is to establish a sound program of personnel administration for the Illinois Community College Board, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, University of Illinois, State Universities Civil Service System, State Universities Retirement System, the Illinois Student Assistance Commission, and the Board of Higher Education. All certificates, appointments, and promotions to positions in these agencies and institutions shall be made solely on the basis of merit and fitness, to be ascertained by examination, except as specified in Section 36e.”

As stated in Section 250.140 of the Code, “Delegation of Authority and Responsibilities”:

- a) “Delegation to the Executive Director. The Executive Director is delegated the authority and responsibility to effectively administer the State Universities Civil Service System in accordance with the Act and this Part. The Executive Director may be further delegated the authority and responsibility to act on behalf of the Merit Board by specific authorization or direction of the Merit Board.”
- b) “Delegation by the Executive Director. The Executive Director is authorized to delegate to the employer, and to members of the University System staff, such duties and responsibilities

as, in his/her judgment, are appropriate and effective for the efficient administration of the service of the System to its constituent institutions and agencies.”

- c) “Conduct of Audits. The Executive Director shall conduct ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the Act and this Part and for improving the programs of personnel administration of its constituent employers and shall prepare, distribute, and follow up on audit reports in accordance with Merit Board direction.”

As further captured in the Principal Administrative Appointments Procedures Manual, Section 1.5, the Audit and Advisory Services Division of the University System Office will “randomly audit selected exempt jobs as a regular part of their biennial audit of each System employer. If it is noted that significant changes have occurred in job content, the System employer will be requested to make appropriate corrections as described in the audit findings. As a means of helping insure the maintenance of job changes, System employers shall establish and implement a cyclic review program wherein all exempt jobs are reviewed by the System employer for currency of job content and title *no less often than once every three years*. Job changes of positions exempted under a Standard Job Title discovered as a result of this review shall promptly be corrected.”

**Conditions/Facts (i.e., what actually exists):**

On September 4, 2008, a Final State Universities Civil Service Compliance Audit Report (FAR) for the University of Illinois at Chicago (UIC) was issued, which included a compilation of findings, recommendations, and Employer responses. Due to the magnitude of problems and issues pertaining to the position management, exemption authorization, and employment protocols for Principal Administrative Appointments (PAA), the FAR established the requirement to conduct a follow-up audit of this topic to determine the progress in alleviating these issues and complying with regulatory requirements.

In a letter dated December 17, 2008, the Executive Director informed the Employer that a review of all Principal Administrative Appointments initially employed from June 5, 2008 would be conducted to determine if business processes have been adjusted or implemented in order to meet the basic accountability standards and regulatory requirements in this respect. The Employer was asked to provide the Auditor with a designated point of contact to begin the follow-up audit process. The estimated completion date of the supplemental audit was initially set at January 31, 2009. However, the Employer requested additional time due to the recent ratification of several labor contracts and their need to subsequently update their systems.

On January 20, 2009, the Auditor contacted Anniese Lemond, Director of Compensation at UIC Human Resources, regarding the supplemental audit. The Auditor requested a list of all exempted Principal Administrative Appointments and “Academic Hourly” employees initially employed from June 5, 2008 through December 31, 2008, as well as other relevant information regarding those employees, including position title, position number, salary, and date of employment.

On January 27, 2009, the Employer submitted a list of Principal Administrative Appointments, including “Academic Hourly” appointments, initially employed during that time frame pursuant to the Auditor’s request. As listed in Appendix A, the Employer provided information regarding the employment of three-hundred thirty (330) exempt PAA employees and, as listed in Appendix B, the Employer provided information regarding the employment of one-hundred sixty-six (166) exempt “Academic Hourly” employees. Based on these totals, the Auditor selected and planned to review a specified sample from each employment category as the test analysis for this supplemental compliance audit. Specifically, the Auditor requested one-hundred fifteen (115) position descriptions from the pool of three-hundred thirty (330) exempt PAA employees, and thirty-seven (37) position descriptions from the pool of one-hundred sixty-six (166) exempt “Academic Hourly” employees. Following is a summary of activities and communications in our attempt to secure these designated position descriptions.

In a letter dated February 4, 2009, the Auditor submitted a formal request for specific position descriptions to the Employer and outlined the supplemental audit process. As listed in Appendix C, the Auditor requested a sample of one-hundred fifteen (115) exempt PAA position descriptions and, as listed in Appendix D, thirty-seven (37) exempt “Academic Hourly” position descriptions for review. The Auditor requested that these position descriptions be received on or before February 20, 2009.

On February 19, 2009, the Auditor received seventy-nine (79) documents supposedly related to the one-hundred fifty-two (152) position descriptions requested. The following table, with administrative notes, further describes the timeline and activities involved in the delivery of the position description information as electronically submitted by the Employer.

<u>Email Date/Time Rec'd</u>	<u>Sender</u>	<u>Documents Received</u>	<u>Comments</u>
February 19, 2009/1:46	Anniese Lemond	45	See Note (1) Below
February 19, 2009/1:47	Anniese Lemond	9	
February 19, 2009/1:47	Anniese Lemond	18	
February 19, 2009/4:27	Anniese Lemond	7	See Note (2) Below
February 23, 2009/9:55	Anniese Lemond	9	
February 23, 2009/4:31	Anniese Lemond	2	See Note (3) Below
March 4, 2009/11:11	Anniese Lemond	2	
March 4, 2009/11:30	Anniese Lemond	1	
March 4, 2009/12:09	Anniese Lemond	3	
March 4, 2009/4:57	Anniese Lemond	13	
March 9, 2009/4:23	Anniese Lemond	7	
March 10, 2009/2:20	Michael Hanlon	8	
March 13, 2009/10:25	Anniese Lemond	2	See Note (4) Below
March 18, 2009/4:17	Anniese Lemond	1	
		<b>127</b>	See Note (5) Below

Notes:

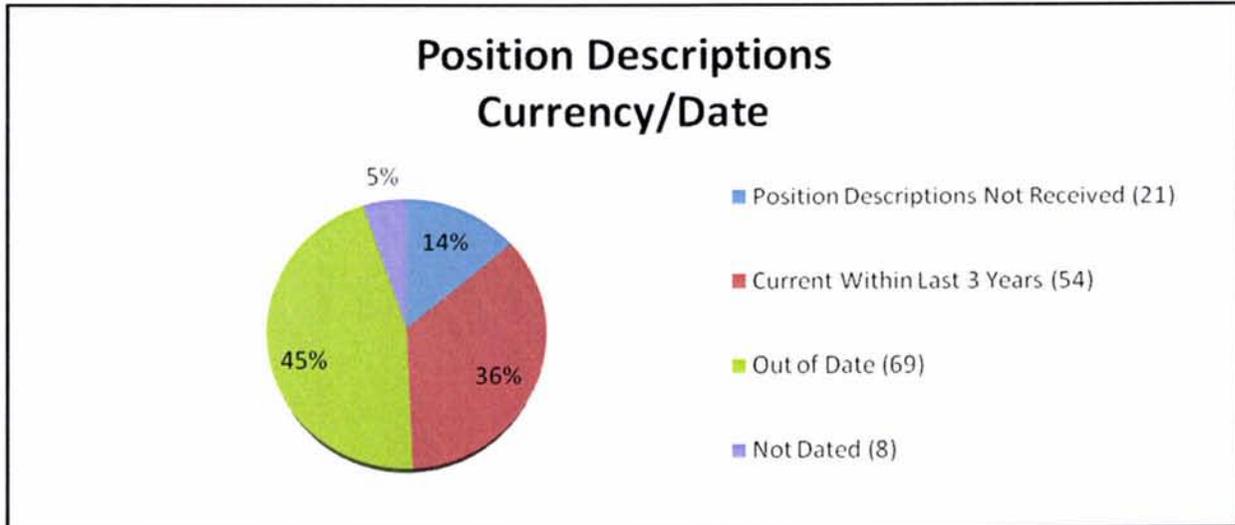
1. Because not all position descriptions were properly identified by employee name or in another distinctive way, the Employer sent a tracking spreadsheet with instructions that the position title on the position description would need to be “mapped” back to the college listed on the spreadsheet to determine what position each employee was assigned. This method of identification was unreliable and did not provide a direct, exact link between the position description submitted and the incumbent and/or position number.
2. In this correspondence, the Employer informed the Auditor that those position descriptions listed as “UA” were not within their ability to access. On February 20, 2009, the Auditor requested that the Employer make whatever internal campus contacts necessary to obtain those position descriptions for review. Instead of providing the necessary information to the Auditor, the Employer simply removed these positions from the list. No information was ever obtained on these “UA” positions.
3. In this correspondence, the Employer referred to attaching two (2) more position descriptions. One attachment was a .txt file with no position data within the document for the Auditor to review. Follow up correspondence to the Employer on March 20, 2009 informing them of the issue was met with no response.
4. In this correspondence, the Employer referred to attaching another position description. One attachment was a file name and position description duplicate of one previously sent and the other attachment was a Civil Service Class Specification for a Patient Service Specialist, implying that this position should be a civil service appointment.
5. The total number of position descriptions requested by the Auditor was one-hundred fifty-two (152). As referenced in this note, a total of one-hundred twenty-seven (127) actual documents were received electronically by the Auditor. The Employer indicates in an email dated March 20, 2009, that “it may be possible that one employee has more than one title due to multiple appointments, this is not uncommon; and one position description may apply to more than one person (but within the same college) because they’re doing the same job”. While this may be true, it was very unreliable, and sometimes impossible, to correctly link position descriptions to incumbents or positions without a specific identifier, such as a position number or name of incumbent, directly indicated on the position description.

Overall, the Employer did not meet the deadline of February 20, 2009 and the time period taken to receive the position descriptions was quite excessive. Additionally, the vast majority of position descriptions submitted to the Auditor were contained on a Principal Administrative Position Exemption (PAPE) Form and lacked specificity or detail regarding position duties and responsibilities. As previously indicated, the vast majority of these PAPE Forms or position descriptions did not include a direct reference to the incumbent or the position number, creating a basic fundamental flaw in the credibility of information submitted. In many instances, the position title provided by the Employer’s payroll system and the title provided on the PAPE Form or position description did not accurately match. Also, the Employer repeatedly

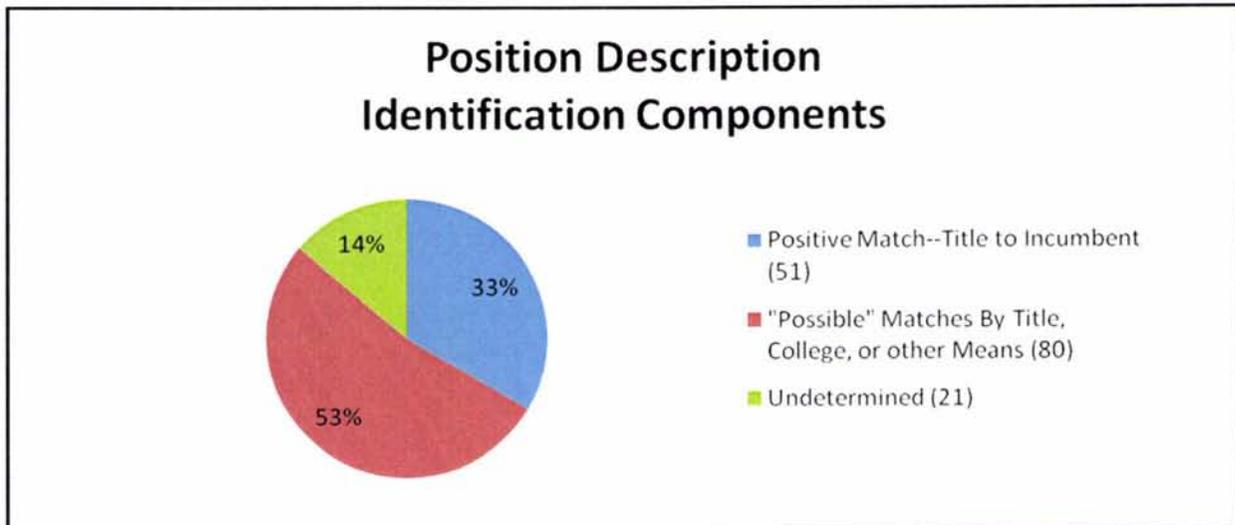
disregarded the Auditor's request to provide information regarding those position descriptions for PAA employees in the UA department or organization. Based on the records submitted by the Employer, we did not receive at least twenty-one (21) of the position descriptions requested.

**Position Management Administration--Analysis**

The following chart provides an initial analysis of the receipt, currency, and date of the one-hundred fifty-two (152) position descriptions requested by the Auditor, based on the premise that each document was to be positively identified and have a singularly distinctive match to an incumbent.



The following chart provides a subsequent breakdown, based on the actual documents received, outlining the Auditor's ability to accurately match the position descriptions to an incumbent(s).



*As previously referenced in Table Note #5, the Employer indicates in an email dated March 20, 2009, that "it may be possible that one employee has more than one title due to multiple appointments, this is not uncommon; and one position description may apply to more than one person (but within the same college) because they're doing the same job", this method of identification is unreliable. In this respect, multiple incumbents assigned to one position title*

*were not clearly evident in all cases within the information received from the Employer and are factored into the numbers presented here.*

With only fifty-one (51) of the positions/incumbents accurately identified by either a direct reference on the position description documents themselves, within an electronic filename attachment, or by a comment reflected on a tracking spreadsheet by the Employer, this left the remaining position descriptions open to ambiguity, assumptions and guesswork. By way of example, the Employer submitted the tracking document with twenty-nine (29) incumbents/positions attached to a college identified only as "Academic Hourly" and from what the Auditor could determine there were at least nine (9) position description documents that did not list a college to map the information to. Based on this analysis, the Auditor is simply unable to positively determine how many actual position descriptions have been received out of the one-hundred fifty-two (152) requested. We do know that we received one-hundred twenty-seven (127) position description documents and were able to positively identify only fifty-one (51) of them.

On March 20, 2009, the Auditor submitted a request to the Employer asking for clarification regarding multiple positions and incumbents. The Employer provided very little assistance and referred the Auditor to their spreadsheet source document that, as noted previously in this report, was inaccurate.

Adding to the concerns noted above, the Auditor discovered two (2) position descriptions with titles that did not appear to match any listed or requested position, incumbent or title:

*Research Development and Grant Writing Specialist  
Coordinator, Rainbow Resource, GSC*

Particular emphasis is given to the Employer's arbitrary elimination of the ten (10) 'UA' positions requested for the follow-up audit. Tracking spreadsheets sent electronically from the Employer indicate that these positions were simply removed at the Employer's discretion between February 19, 2009 and March 3, 2009 without the concurrence of the Auditor. As previously stated in Table Note 2, on February 20, 2009, the Auditor requested that the Employer make whatever internal campus contacts necessary to obtain those position descriptions for review. No other comments were made by the Employer. The request was simply ignored.

**Cause (i.e., why deficient condition occurred):**

It is quite apparent that the Employer does not have adequate business processes in place to properly manage and maintain the basic element in any classification plan model, the position description. Business processes rely on employing units to properly monitor and maintain their position controls. The University's response to the Auditor's recommendations in the previous on-site compliance audit included the following comments:

*"Campus Human Resources is taking a number of proactive measures to ensure that HR services are effective, efficient, proactive, and legally compliant. For example, members of the Campus HR Office have collaborated with other State of Illinois public universities to review the exemption process. This collaboration has resulted in the development and planned*

*implementation of a consistent policy to govern the exemption process across the universities. Additionally, members of the Campus HR Staff will be working more closely with senior leaders and colleges within the organization to ensure that the necessary programs, policies and procedures are in place to support efficient operations.*

*With new leadership in the Campus Human Resources Office, other initiatives are underway to ensure that innovative human capital management methods are employed and that the barriers to organizational success are removed. In fact, a comprehensive review of policies and processes, many of which may have been lacking in the past, is underway across all areas of HR. Part of this process includes the development of a formal compensation program for Academic Professional roles. The cornerstone of this program is job analysis, which is the systematic study of positions to identify their observable duties and responsibilities, as well as the knowledge, skills and abilities required to perform a particular task or group of tasks. This analysis will result in more accurately defined jobs and the creation of job descriptions that serve as job documentation as well as provide a foundation for the creation of a myriad of new and exciting HR programs (e.g. performance planning and appraisal, development of succession plans, etc). While UIC plans to develop the compensation program over the next fiscal year, the implementation will be phased in parts to reduce any disruption to the organization and to ensure a better chance of success."*

Even though campus procedures may be consistent with System guidelines in this respect, it is apparent that there has been no progress in establishing proper business protocols to properly manage position descriptions in this employment category. The UIC HR Office must request the physical position descriptions from each of the employing units and does not seem to maintain or require updates consistent with System guidelines. Likewise, the authority to exempt positions from civil service regulations is then simply delegated to the employing unit as long as they have a position description or PAPE that they can assign to the PAA vacancy, regardless of whether the position description is accurate, current, or represents a valid exemption.

**Effect (i.e., impact of the problem):**

A failure to establish a sound program of personnel administration, especially the failure to properly manage the fundamental position description component of a classification plan system, presents a multitude of serious consequences. Primarily, significant numbers of positions are improperly exempted from Civil Service regulations without proper oversight or monitoring, resulting in significant statutory violations, and leading to a fundamental breakdown of several other interrelated human resource functions, including employment status, position classification, recruitment, compensation, evaluation, performance, and benefit administration.

As referenced in the additional comments made by the Auditor in the previous on-site compliance audit, classification plan management protocols include base line standards for exemption authorization and evolve simply around one central concept, an evaluation of the position description. The cornerstone of proper position control management lies with the proper administration and maintenance of the position description. This is a fundamental necessity. Without this component in place, exemption authorization simply cannot be validated resulting in significant liability consequences. The Employer has not made any progress in this area as promised in the last audit, resulting in repeat findings in these areas.

**Finding from Previous Audit:**

Please refer to the Final State Universities Civil Service Compliance Audit Report (FAR) for the University of Illinois at Chicago (UIC) issued on September 4, 2008, which included a compilation of findings, recommendations, and Employer responses on this topic.

**Recommendation:**

Classification plan management protocols include base line standards for exemption authorization and evolve simply around one fundamental concept, an evaluation of the position description. It is quite apparent that the Employer does not have business processes in place that properly maintains position descriptions for the exempt PAA and "Academic Hourly" positions. Without that fundamental component in place, it is impossible to validate the exemption authorization for many of these positions as required by System guidelines and regulations, resulting in a significant level of non-compliance.

In accordance with the statutory intent and basic premise contained in the [State Universities Civil Service Act, Section 36\(e\)](#) and other related procedures, the assignment of positions to Civil Service Classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through the [Standard Titles](#). It is apparent that business processes and accountability standards consistent with statutory and procedure reference on this matter are either not in place or significantly disregarded.

It is recommended that University employees directly responsible for performing the position description review and authorization of civil service exemptions provide to the System Auditor, evidence of completion of in-service training regarding proper classification plan management specifically related to the analysis of position descriptions and the proper match to specifications of the delivered classification structure. The System Office is willing to provide these training tools upon request if necessary. This type of in-service training should include an understanding of classification plan management concepts, including the establishment of a periodic position development and review process for all Principal Administrative Appointments/Exemptions, in accordance with the Principal Administrative Appointments Procedures Manual.

The Employer's current business procedures are not sufficient in properly managing the basic position descriptions for these exempt PAA and "Academic Hourly" positions. The continued use of the PAPE form to capture the position description results in abstract and incomplete position descriptions and, based on our analysis, is a terribly poor method to validate that proper accountability standards and exemption authorization protocols have been followed. Consistent with the Principal Administrative Appointments Procedures Manual, it is recommended that the Employer immediately establish business procedures to properly maintain the position description for these exempted positions, preferably utilizing a more comprehensive position description model, in order for positions to be easily identified and/or approved for proper exemption or inclusion within the standard civil service classification structure. In our observations, there seems to be such a system in place for civil service appointments which may be utilized in this respect as well. It is imperative that these new protocols be outlined and implemented as soon as possible. In this regard, the Auditor will be focusing on this topic at the next biennial compliance audit, to be conducted in the Spring of 2010, to determine what progress has been made in this respect.

Additionally, the Employer is asked to update and/or positively identify all of the 152 position descriptions requested in the test sample. Upon verification of receipt, the Auditor will conduct a review of each position description for match with civil service classification or PAA designation. The Auditor will work closely with the designated campus contact and provide a spreadsheet for follow-up on this request. Further specific recommendations regarding various positions in these employment categories can be found in subsequent findings contained in this report.

**Institutional Response including Corrective Action Plan—provided by Anniese Lemond, Director of Compensation:**

Institution/Auditee partially agrees with finding and agrees with recommendations.

The Auditor made three recommendations as they related to the above finding. First, that the University employees directly responsible for performing the position description review and authorization of civil service exemptions provide to the System auditor evidence of completion of in-service training regarding proper classification plan management specifically related to the analysis of position descriptions and the proper match to specifications of the delivered classification structure. Secondly, that the Employer immediately establishes business procedures to properly maintain the position description for these exempted positions; and finally, that the Employer update and/or positively identify all of the 152 positions descriptions requested in the test sample.

**Response to Recommendation 1:**

UIC HR welcomes the opportunity to collaborate with representatives from the System Office on in-service training regarding regulatory requirements related to classification plan management protocols and exemption authorizations. The training should recognize the substantial job analysis and compensation experience that resides in the UIC HR Compensation Department.

**Response to Recommendation 2:**

UIC's goal is to achieve compliance with the State Universities Civil Service Act, Rules, and Procedures. While some changes, as identified below, have been implemented in recent months, UIC HR has set forth a new more robust strategy for immediately beginning the process of rectifying those parts of the position management and exemption authorization processes that are inadequate.

A significant component of this strategy involves the development of a comprehensive and rational job model (with job analysis at the foundation). The resulting model will enable UIC to eliminate the use of the PAPE form as a means of granting Principal Administrative exemption and hiring approval. In this process, job content will be analyzed and job documentation (i.e. job descriptions) created at the Central HR level to ensure that the appropriate employment classifications are applied. Managers will only be able to hire into positions that have already been defined (either as Academic Professional or Civil Service, or other appropriate employment group like student employees). The plan also includes implementing a three year cyclical audit process to ensure the currency of job descriptions. The process will be monitored to ensure that

it is working as intended, creating an environment for informed decisions about how to continually improve.

Driven by this strategy, the plan and schedule are as follows:

**FY2010 (approximately 12 months):**

- Socialize and communicate the change mandate, job model concepts and timeframes
- Review (through job analysis techniques) each position currently classified as Academic Professional to either confirm its classification as an Academic Professional or determine if the position must be transitioned to Civil Service at the expiration of the appointment period.
- Create a job description for each position that will remain classified as Academic Professional.
- Develop a cyclical audit and evaluation process to ensure the currency of job descriptions and ensure that the new strategy is working as intended as well as inform decisions about how to continually improve.

The Following process changes have been implemented since July 1, 2008, and will be more strictly reinforced:

- From staff to management level responsibility for approval of exemptions within UICHR.
- Creation of a new HR procedure which identifies the job description (not the PAPE) as the primary job documentation and exemption tool.
- Development of a new job analysis questionnaire, job description template and handbook developed to assist managers in appropriately defining and documenting jobs and job content and specifications.
- Adoption of a competency based performance management model for Academic Professionals that reinforces the importance of sound job descriptions.
- Creation of a Campus Academic Professional HR Task Force that serves as a sounding board on ideas for change, and helps ensure buy-in to the change process and improve the chance for success.
- Selection of two colleges in which to pilot the new job model program to better understand how to transition the organization from PAPERs to a more rational approach of job definition. Both pilots will conclude in June 2009.
- Education and communications materials developed to ensure managers have a good understanding of what constitutes appropriate job documentation, exemption, etc.

**Response to Recommendation 3:**

An updated spreadsheet that identifies every employee and his/her job title is included. Additionally, a hard copy of each position description contained in the spreadsheet, labeled with the employee's name, was forwarded under separate cover on June 23, 2009 for overnight delivery to the Civil Service System Office.

University Administration (UA) holds responsibility for the exemption authorization and management of the UA employees at the UIC Campus. The positions descriptions for each of the 11 employees in UA, selected as part of the random audit process, have been secured. A spreadsheet containing the names of the employees and their position titles has been provided. The hardcopy position description documents were also sent, under separate cover, on June 23, 2009 for overnight delivery to the Civil Service System Office.

One of the positions presented by UIC for review was made in error. That position (i.e. Teaching Associate in Performing Arts) is held by a faculty member, not an employee classified as an Academic Professional, who was incorrectly coded in the ERP system and is in process of being corrected.

**Additional Auditor Comments:**

Consistent with the Employer's response, staff members from the UIC HR Compensation Department participated in a joint conference focusing on statutory compliance and employment protocols. Also, our office received all of the requested Principal Administrative Appointment (PAA) position descriptions, which were clearly identified and labeled. This included the position descriptions for the eleven (11) from University Administration and nine (9) others from the UIC campus that the Auditor did not receive or was not able to identify during the initial stages of the Supplemental Audit process. Upon receipt of these twenty (20) position descriptions, the Auditor then conducted a standard review of these documents to ensure proper exemption authorization, position designation, assignment of duties, and work specifications allocated for each position. The final analysis of these recently acquired position descriptions revealed that all twenty (20) positions can be shown to possibly match the specifications of various Civil Service Classifications. This analysis is further outlined and updated in Appendix C and Appendix D.

The Auditor requests that the Employer provide periodic updates on the development and implementation of the strategic plan outlined above. Specifically with regard to position description management and their review of current PAA positions, as detailed in Appendix C and D, the Employer is asked to provide specific information on activities related to each of the positions to be transitioned and/or reviewed.

**State Universities Civil Service System  
Audit and Advisory Services  
Final Supplemental Audit Report**

**ENGAGEMENT:** University of Illinois at Chicago

**FINDING:** Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

**MATERIAL**       X       **NON-MATERIAL**     \_\_\_\_\_

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**Criteria/Standards (i.e., what should exist):**

- 1) [State Universities Civil Service Act \(Act\), Section 36e](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Principal Administrative Appointments Procedures Manual, Section 1.3 Exemption Procedures](#)
- 4) [Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions](#)
- 5) [Principal Administrative Appointments Procedures Manual, Section 1.5a PAA Job Description Form](#)
- 6) [Principal Administrative Appointments Procedures Manual, Section 1.8 Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#)

These guidelines provide that all positions are Civil Service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring either documented exemption approval from the System Office or verification of exemption authorization through the position descriptions when standard titles are used. Accordingly, a periodic review and update of position descriptions is required to confirm that these exemption authorizations remain valid.

The Principal Administrative Appointments Procedures Manual, Section 1.8, states that “Periodic job description review and update procedures may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate Civil Service classification.”

**Conditions/Facts (i.e., what actually exists):**

As submitted by the Employer and listed in Appendix A, three-hundred thirty (330) new exempt Principal Administrative Appointments (PAA) were initially employed during the time period of June 5, 2008 through December 31, 2008.

The Auditor selected a specified sample of one-hundred fifteen (115) of these positions, which are listed in Appendix C, as a test sample and requested the corresponding position descriptions

in order to validate the exemption authorization and position classification. In this employment category, the Employer submitted approximately ninety-nine (99) position descriptions. Only thirty-four (34) of the ninety-nine (99) position descriptions submitted by the Employer could be positively identified and precisely mapped to the current incumbent or current position number. After a review of these thirty-four (34) position descriptions, it was determined that twenty-three (23) were performing duties matching the specifications for various civil service classifications. In several instances, the exempt title designation used by the University was quite similar to the recommended Civil Service Classification titles.

Even though there was not a clear and concise match between the remaining sixty-five (65) position descriptions and a current incumbent or current position number, the Auditor did make an effort to map the remaining sixty-five (65) position descriptions, by title and department, to the appropriate incumbent or position number. This process did not provide a clear and concise match and cannot be used to claim any credible reference point. Despite this, the Auditor did review these sixty-five (65) position descriptions and determined that forty (40) were performing duties matching the specifications for various civil service classifications.

Upon further analysis, when comparing these ninety-nine (99) titles and position descriptions to those reviewed and analyzed in the last audit process, there were thirteen (13) that had been identified in the last audit to be moved to a civil service appointment upon vacancy. It was determined that the position description had not changed significantly from the last audit review and the Employer failed to follow through with their commitment to transition these positions to civil service appointments when new vacancies were filled.

**Cause (i.e., why deficient condition occurred):**

The Employer, despite their awareness of the statutory violations and their commitment to properly review positions and transition them upon vacancy, continued to routinely utilize the [Standard Titles](#) when clearly, a large number of Principal Administrative Appointment positions initially employed during the supplemental audit time frame should have been classified as Civil Service appointments. Inadequate position management and exemption authorization protocols led to the continued failure to meet accountability standards and regulatory compliance.

**Effect (i.e., impact of the problem):**

A failure to establish appropriate classification plan management protocols that properly update, analyze and evaluate position descriptions leads to unauthorized exemption authorizations, utilization of inappropriate employment protocols, and non-compliance with the Act, Code and related procedures. Consequently, positions are improperly identified and appropriate civil service protocols circumvented, significantly impacting the overall human resource function and increasing the risk for other major issues. These position evaluation results demonstrate an indifference to the previous audit recommendations and a failure to make any progress in alleviating these issues.

**Finding from Previous Audit(s):**

Please refer to the Final State Universities Civil Service Compliance Audit Report (FAR) for the University of Illinois at Chicago (UIC) issued on September 4, 2008, which included a compilation of findings, recommendations, and Employer responses on this topic.

Specifically during the last on-site compliance audit, a review of sixty-seven (67) job descriptions of various exempted positions, plus thirty-three (33) interviews of various exempted employees, discovered that sixty-seven (67) of these one-hundred (100) exempted positions were performing duties matching the specifications for various civil service classifications. [*Finding Code FY-08 pages 4 through 16*].

**Recommendation:**

In accordance with the statutory intent and basic premise contained in the [State Universities Civil Service Act, Section 36\(e\)](#) and other related procedures, the assignment of positions to Civil Service Classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through the [Standard Titles](#). It is apparent that business processes and accountability standards consistent with statutory and procedure reference on this matter are either not in place or significantly disregarded.

It is recommended that University employees directly responsible for performing the position description review and authorization of civil service exemptions provide to the System Auditor, evidence of completion of in-service training regarding proper classification plan management specifically related to the analysis of position descriptions and the proper match to specifications of the delivered classification structure. The System Office is willing to provide these training tools upon request if necessary. This type of in-service training should include an understanding of classification plan management concepts, including the establishment of a periodic position development and review process for all Principal Administrative Appointments/Exemptions, in accordance with the Principal Administrative Appointments Procedures Manual.

Additionally, the Employer is asked to update and/or positively identify all of the one-hundred fifteen (115) position descriptions requested in the test sample. Upon verification of receipt, the Auditor will conduct a review of each position description for match with civil service classification or PAA designation. The Auditor will work closely with the designated campus contact and provide a spreadsheet for follow-up on this request. If it is determined that these positions match the specifications of the recommended Civil Service Classifications, they must be properly red flagged and transitioned to a civil service appointment as soon as possible, but no later than at such time that these positions become vacant again. We refer the Employer to the [Principal Administrative Appointments Procedures Manual, Section 1.8, Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#), for guidance in this respect. As referenced in the Final Audit Report dated September 4, 2008, the Employer has incorporated all six classifications of the Pilot Program in their local classification plan structure. When appropriate, the Pilot Program can provide a more flexible employment option and offer a more transparent transition in this instance.

Furthermore, with reference to the thirteen (13) positions that had been identified in the last audit to be moved to a civil service appointment upon vacancy, we recommend that the Employer formally transition these positions, and the incumbents, to a designated civil service classification immediately, in accordance with the recommendation and commitment made in the previous audit. These positions are highlighted in red in Appendix C. In this instance, the position descriptions had not changed significantly from the last audit review and the Employer failed to follow through with their commitment to transition these positions when new vacancies

were filled. We refer the Employer to the [Principal Administrative Appointments Procedures Manual, Section 1.8, Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#), for guidance in this respect.

Since the level of non-compliance remains significant, the System Auditors will be focusing on this topic at the next UIC biennial audit, which will be delayed and scheduled in May/June 2010. Specifically, this will include a review of all exemptions authorized and employed from July 1, 2009 in an attempt to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been implemented and reinforced in accordance with these recommendations.

**Institutional Response including Corrective Action Plan—provided by Anniese Lemond, Director of Compensation:**

Institution/Auditee agrees with findings in some cases and agrees with the recommendations in most cases.

The Auditor made three recommendations as it relates to the above finding. First that those responsible for position exemption authorization renew their skills; second to positively identify the position descriptions selected for audit review and finally to convert certain positions from Academic Professional to Civil Service.

**Response to Recommendation 1:**

As noted in the response to the previous audit finding with regard to training, UIC HR welcomes the opportunity to collaborate with representatives from the System Office on in-service training regarding regulatory requirements related to classification plan management protocols and exemption authorizations. The training should recognize the substantial job analysis and compensation experience that resides in the UIC HR Compensation Department.

**Response to Recommendation 2:**

As noted in the previous response, an updated spreadsheet that identifies every employee and his/her job title is included. Additionally, a hard copy of each position description contained in the spreadsheet, labeled with the employee's name was forwarded, under separate cover on June 23, 2009 for overnight delivery to the Civil Service System Office.

University Administration (UA) holds responsibility for the exemption authorization and management of the UA employees at the UIC Campus. The positions descriptions for each of the 11 employees in UA, selected as part of the random audit process, have been secured. A spreadsheet containing the names of the employees and their position titles has been provided. The hardcopy position description documents were sent, under separate cover on June 23, 2009 for overnight delivery to the Civil Service System Office.

One of the positions presented by UIC for review was made in error. That position (i.e. Teaching Associate in Performing Arts) is held by a faculty member, not an employee classified as an Academic Professional, who was incorrectly coded in the ERP system and is in process of being corrected.

**Response to Recommendation 3:**

UIC agrees to transition (as provided for through Civil Service procedures and at the expiration of the appointment period) those employees whose jobs were identified by UIC as having been classified as Academic Professional in error to the appropriate Civil Service classification in both the DRAFT Supplemental Audit Report from April 2009, and the Final Audit Report dated September 2008. The Employer has identified these employees selected for review during the April 2009 Supplemental Audit and their corresponding appointment period end dates.

UIC proposes that the positions/jobs where there was disagreement between UIC and the Auditor be among the first reviewed as part of the new job model implementation plan for both the DRAFT Supplemental Audit Report from April 2009, and the Final Audit Report dated September 2008. Periodic communication of the status of this review will be provided to the System Auditor.

**Additional Auditor Comments:**

Consistent with the Employer's response, staff members from the UIC HR Compensation Department participated in a joint conference focusing on statutory compliance and employment protocols. Also, our office received all of the requested Principal Administrative Appointment (PAA) position descriptions, which were clearly identified and labeled. This included the position descriptions for the eleven (11) from University Administration and nine (9) others from the UIC campus that the Auditor did not receive or was not able to identify during the initial stages of the Supplemental Audit process. Upon receipt of these twenty (20) position descriptions, the Auditor then conducted a standard review of these documents to ensure proper exemption authorization, position designation, assignment of duties, and work specifications allocated for each position. The final analysis of these recently acquired position descriptions revealed that all twenty (20) positions can be shown to possibly match the specifications of various Civil Service Classifications. This analysis is further outlined and updated in Appendix C and Appendix D.

Consistent with the Employer's corrective action plan, the Auditor requests that periodic updates be provided with regard to position description management and their review of current PAA positions, as listed in Appendix C and as otherwise referenced by the Employer in their response.

It is important to note that the most recent supplemental information obtained from the Employer regarding the positions sampled in this audit was not completely reliable. The Employer is asked to provide specific information on activities related to each of the PAA positions to be transitioned and/or reviewed, as listed in Appendix C and as referenced in the 2008 Final Audit Report. The System Office will coordinate this follow-up activity through the campus Human Resource office.

**State Universities Civil Service System  
Audit and Advisory Services  
Final Supplemental Audit Report**

**ENGAGEMENT:** University of Illinois at Chicago

**FINDING:** Exemption Authorization Applied to ‘Academic Hourly’ Positions That Match Civil Service Classification Specifications

MATERIAL        X        NON-MATERIAL      \_\_\_\_\_

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**Criteria/Standards (i.e., what should exist):**

- 1) [State Universities Civil Service Act\(Act\), Section 36\(e\)](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Illinois Administrative Code \(Code\), Section 250.70\(g\) Extra Help Appointments](#)
- 4) [Illinois Administrative Code \(Code\), Section 250.80 Status Appointments](#)
- 5) [Classification Procedures Manual, Section 2.2 Job Descriptions](#)
- 6) [Employment Procedures Manual, Section 2.10 Extra Help Appointment](#)
- 7) [Principal Administrative Appointments Procedures Manual](#)

These guidelines provide that all positions are civil service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring documented exemption approval from the System Office or, when standard titles are used, verification of exemption authorization through the position description. Accordingly, a periodic review of position descriptions is required to confirm that these exemption authorizations remain current and valid.

Employees hired by the University to any position whose duties match the specifications of any Civil Service Classification may be temporarily employed in various non-status civil service appointments, including Extra Help. Guidelines for Extra Help positions and Extra Help appointments are contained in the Illinois Administrative Rules. Understanding the need for continued temporary assistance, Extra Help extensions are allowed in specific instances in accordance with procedural guidelines.

**Conditions/Facts (i.e., what actually exists):**

“Academic hourly” is an employment designation created by the University and defined within [UIC policies and procedures](#) as “...specified temporary academic appointments...”. According to University protocols, these positions are considered exempt from civil service guidelines. Designation and employment of these “academic hourly” appointments are usually the responsibility of the employing department, and therefore the employment activities and corresponding position descriptions are managed and maintained within the employing department.

As submitted by the Employer and listed in Appendix B, one-hundred sixty-six (166) new exempt “academic hourly” staff were initially employed during the time period of June 5, 2008 through December 31, 2008.

The Auditor selected a specified sample of thirty-seven (37) of these positions as a test sample, which are listed in Appendix D, and requested the corresponding position descriptions in order to validate the exemption authorization and position classification. In this employment category, the Employer submitted approximately thirty-two (32) position description documents. Only seventeen (17) of the thirty-two (32) position descriptions submitted by the Employer could be positively identified and precisely mapped to the current incumbent or position number. After a review of these seventeen (17) position descriptions, it was determined that nine (9) were performing duties matching the specifications for various civil service classifications. In several instances, the exempt title designation used by the University was quite similar to the recommended Civil Service Classification titles. Since these appointments are supposedly “temporary” in nature, they should most likely be categorized as civil service “Extra Help”.

Even though there was not a clear and concise match between the remaining fifteen (15) position descriptions and a current incumbent or current position number, the Auditor did make an effort to map the remaining fifteen (15) position descriptions, by title and department, to the appropriate incumbent or position number. This process did not provide a clear and concise match and cannot be used to claim any credible reference point. Despite this, the Auditor did review these fifteen (15) position descriptions and determined that six (6) were performing duties matching the specifications for various civil service classifications.

Upon further analysis, when comparing these thirty-seven (37) titles and thirty-two (32) position descriptions to those reviewed and analyzed in the last audit process, there were five (5) that had been identified in the last audit to be moved to a civil service appointment upon vacancy. It was determined that the position description had not changed significantly from the last audit review and the Employer failed to follow through with their commitment to transition these positions when new vacancies were filled.

Additionally during this employment timeframe, there were twenty (20) ‘academic hourly’ appointments, out of the total one-hundred sixty-six (166) employed during this timeframe, identified as Standardized Patient Specialists. Other campus locations under the jurisdiction of the University of Illinois at Chicago, such as the Rockford College of Medicine and Peoria College of Medicine, use this exact same title for the exact same purpose and designate these positions as civil service “Extra Help”.

**Cause (i.e., why deficient condition occurred):**

The Employer has indicated, and it is evident through this analysis, that the campus Human Resource Office does not play a significant role in the employment process for many of these exempt “academic hourly” appointments, and therefore has a limited monitoring capacity to ensure proper position description management, regulatory compliance, and exemption designation/authorization. Employing departments are given the flexibility and freedom to employ individuals in these positions. Staff members working within these employing units

making these employment decisions have limited training and background in classification plan management, exemption authorization protocols, regulatory standards, or employment practices.

**Effect (i.e., impact of the problem):**

Irrespective of a position's status (temporary/permanent) or its designation, "academic hourly" in this instance, positions may only be exempted from civil service guidelines in accordance with the [Principal Administrative Appointments Procedure Manual, Section 1.3 Exemption Procedures](#). Failure to follow these guidelines and properly categorize exempt positions results in a circumvention of standard civil service employment protocols and considered a significant compliance violation.

Additionally, temporary positions that match the specifications of Civil Service Classifications should be properly categorized and employed in accordance with standardized civil service guidelines, such as "Extra Help".

**Finding from Previous Audit:**

Please refer to the Final State Universities Civil Service Compliance Audit Report (FAR) for the University of Illinois at Chicago (UIC) issued on September 4, 2008, which included a compilation of findings, recommendations, and Employer responses on this topic.

Specifically during the last on-site compliance audit, a review of the fifty-four (54) position descriptions of various exempt 'academic hourly' appointments discovered that twenty-two (22) of the fifty-four (54) exempt 'academic hourly' appointments should be appropriately classified as civil service positions since their duties and responsibilities matched the specifications of various Civil Service Classifications. *[Finding Code FY-08 pages 17 through 26]*

**Recommendation:**

Because this topic has once again surfaced as a material finding, the Employer is reminded that exemption authorization is a direct statutory responsibility delegated to the Merit Board, who has specifically empowered Employers through various procedures to make these determinations in some instances. The Designated Employer Representative (DER) of each university and affiliated agency has the responsibility to develop and maintain protocols consistent with the statutory and procedural guidelines related to this important delegated authority. Consistent with this intent, such primary exemption authority was never intended to be relegated to other campus officials without some basic accountability standards and protocols properly administered through the Designated Employer Representative or the major campus Human Resource Office.

In order to properly regulate and manage these appointments, we again recommend that the Human Resource Office establish protocols to routinely review and maintain all "academic hourly" position descriptions, and update as required every three years, in accordance with the [Classification Procedures Manual, Section 2.2 Job Descriptions](#) and the [Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions](#). Based on a regular position review, the Employer should be able to properly identify those "academic hourly" positions that truly should be a civil service appointment of some type and those positions that meet exemption authorization standards, either as a Principal Administrative Appointment or as a Teaching, Research, or Extension Faculty Appointment.

It is recommended that University employees directly responsible for performing the position description review and authorization of civil service exemptions provide to the System Auditor, evidence of completion of in-service training regarding proper classification plan management specifically related to the analysis of position descriptions and the proper match to specifications of the delivered classification structure. The System Office is willing to provide these training tools upon request if necessary. This type of in-service training should include an understanding of classification plan management concepts, including the establishment of a periodic position development and review process for all Principal Administrative Appointments/Exemptions, including exempt 'academic hourly' positions, in accordance with the Principal Administrative Appointments Procedures Manual.

Additionally, the Employer is asked to update and/or positively identify all of the 37 position descriptions requested in the test sample. Upon verification of receipt, the Auditor will conduct a review of each position description for match with civil service classification or PAA designation. The Auditor will work closely with the designated campus contact and provide a spreadsheet for follow-up on this request. If it is determined that these positions match the specifications of the recommended Civil Service Classifications, they must be properly red flagged and transitioned to a civil service appointment as soon as possible, but no later than at such time that these positions become vacant again. Most likely these transitions should be to a civil service Extra Help appointment.

We further recommend that the University review the position descriptions of the nine (9) positions referenced above, and highlighted in green in Appendix D, in order to most appropriately determine the proper employment category. If it is determined that these positions match the specifications of the recommended Civil Service Classifications or an "Extra Help" appointment as appropriate, they must be transitioned immediately. Please note that two of these positions are also repeats and highlighted in red as indicated below.

Furthermore, with reference to the five (5) positions that had been identified in the last audit to be moved to a civil service appointment upon vacancy, we recommend that the Employer transition these positions, and the incumbents, to a designated civil service appointment immediately, in accordance with the recommendation and commitment made in the previous audit. In this instance, the position descriptions had not changed significantly from the last audit review and the Employer failed to follow through with their commitment to transition these positions when new vacancies were filled. These positions are highlighted in red in Appendix D.

We further recommend that **all** 'academic hourly' positions designated as Standardized Patient Specialists be moved immediately to civil service 'Extra Help' appointments which is consistent with the statutory and procedural guidelines in this respect, and also conforms to the manner in which these positions are employed and designated at other UIC employment locations.

Since the level of non-compliance remains significant, the System Auditors will be focusing on this topic at the next UIC biennial audit, which will be scheduled later this fall. Specifically, this will include a review of all exemptions authorized from July 1, 2009 in an attempt to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been implemented and reinforced in accordance with these recommendations.

**Institutional Response including Corrective Action Plan—provided by Anniese Lemond,  
Director of Compensation:**

Institution/Auditee agrees with findings in some cases and agrees with the recommendations in most cases.

The Auditor made several recommendations as it relates to the above finding. First that UIC establish protocols and routines to review and maintain all Academic Hourly position descriptions every three years, secondly that those who are charged with exemption authorization renew their skills, next that the Employer positively identify all position descriptions in the test sample, fourth that UIC review specially selected positions (highlighted in green in Appendix D of the April 2009 draft supplemental audit report) for potential classification as civil service, fifth that UIC convert selected positions to civil service immediately based on an appearance of those positions in the September 2008 Final Audit Report which found them to be inappropriately exempted, and finally that the Standardized Patient position be converted to civil service.

**Response to Recommendation 1:**

Academic Hourly employees hold Principal Administrative positions where the duties are high-level administrative and operate under broad supervision. Consequently the presumption is that they satisfy the requirements established for Principal Administrative exemption, but are performed on a part time, hourly, short term/intermittent basis.

As indicated in the response to the first material finding, UIC's goal is to ensure compliance with the applicable Act, Rules and Procedures. As such, UIC HR is undertaking an immediate review of all Academic Professional (which includes Academic Hourly) positions. We propose that these jobs be among the first to be reviewed as part of the new job model implementation and that those found to be classified as Academic Professional erroneously will be transitioned to the appropriate Civil Service Classification immediately. These positions will also be included in the three-year cyclical audit process being developed to ensure currency of the jobs and job descriptions. Periodic communication of the status of this review will be provided to the System Auditor.

**Response to Recommendation 2:**

As noted in the response to the previous audit finding with regard to training, UIC HR welcomes the opportunity to collaborate with representatives from the System Office on in-service training regarding regulatory requirements related to classification plan management protocols and exemption authorizations. The training should recognize the substantial job analysis and compensation experience that resides in the UIC HR Compensation Department.

**Response to Recommendation 3:**

An updated spreadsheet that identifies every employee and his/her job title is included. Additionally, a hard copy of each position description contained in the spreadsheet, labeled with the employee's name was forwarded under separate cover on June 23, 2009 for overnight delivery to the Civil Service System Office.

University Administration (UA) holds responsibility for the exemption authorization and management of the UA employees at the UIC Campus. The position descriptions for each of the 11 employees in UA, selected as a part of the random audit process, have been secured. A spreadsheet containing the names of the employees and their position titles has been provided. The hardcopy position description documents were also sent, under separate cover on June 23, 2009 for overnight delivery to the Civil Service System Office.

One of the positions presented UIC for review was made in error. That position (i.e. Teaching Associate in Performing Arts) is held by a faculty member, not an employee classified as an Academic Professional, who was incorrectly coded in the ERP system and is in process of being corrected.

**Response to Recommendation 4:**

At the Auditors recommendation, UIC HR will further review the specially selected position descriptions for the positions highlighted in green in appendix D of the draft supplemental audit report dated April 13, 2009 for potential classification as Civil service. The final status of this review will be communicated to the System Auditor.

**Response to Recommendation 5:**

With regard to immediately converting five positions based on appearance of these positions in the September 2008 Final Audit Report which found them to be inappropriately exempted from Academic Hourly to Civil Service Extra Help, we propose that these jobs be among the first to be reviewed as part of the new job model implementation. Those that are identified as Civil Service will be transitioned immediately. The final status of this review will be communicated to the System Auditor.

**Response to Recommendation 6:**

UIC agrees to transition those employees in the Standardized Patients roles to a Civil Service classification. It is important to note that, while this title is also used in a UIC Satellite, the programs are significantly different. The UIC College of Medicine's program is much more robust and growing, possibly requiring some future collaboration on the specifications for these positions.

With regard to the positions that UIC holds are valid, UIC proposes that these be among the first reviewed during the implementation of the new job model. The final status of this review will be communicated to the System Auditor. Additionally, those positions that UIC exempted in error will be transitioned to Civil Service positions immediately.

**Additional Auditor Comments:**

Consistent with the Employer's response, staff members from the UIC HR Compensation Department participated in a joint conference focusing on statutory compliance and employment protocols. Also, our office received all of the requested Principal Administrative Appointment (PAA) position descriptions, which were clearly identified and labeled. This included the position descriptions for the eleven (11) from University Administration and nine (9) others from the UIC campus that the Auditor did not receive or was not able to identify during the initial

stages of the Supplemental Audit process. Upon receipt of these twenty (20) position descriptions, the Auditor then conducted a standard review of these documents to ensure proper exemption authorization, position designation, assignment of duties, and work specifications allocated for each position. The final analysis of these recently acquired position descriptions revealed that all twenty (20) positions can be shown to possibly match the specifications of various Civil Service Classifications. This analysis is further outlined and updated in Appendix C and Appendix D.

Consistent with the Employer's corrective action plan, the Auditor requests that periodic updates be provided with regard to position description management and their review of current PAA positions, as listed in Appendix D and as otherwise referenced by the Employer in their response.

It is important to note that the most recent supplemental information obtained from the Employer regarding the positions sampled in this audit was not completely reliable. The Employer is asked to provide specific information on activities related to each of the PAA positions to be transitioned and/or reviewed, as listed in Appendix D and as referenced in the 2008 Final Audit Report. The System Office will coordinate this follow-up activity through the campus Human Resource office.

**State Universities Civil Service System  
University of Illinois at Chicago  
FY2009 Supplemental Compliance Audit**

**Appendix A**

***New Exempt Principal Administrative Appointments  
June 5, 2008 - December 31, 2008***

<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Annual Salary</b>
Acevedo, Diana	SPEC IN SPEECH PATH	9/22/08	C65550	\$ 39,000
Aga, Ali	VST APP DEVLPR	6/13/08	C56179	\$ 54,000
Ahonen, Emily Quinn	VST RES SPEC IN PUB HLTH	9/1/08	C01510	\$ 38,000
AKER, EMILY	VST COORD OF SOCIAL WORK	12/8/08	C57061	\$ 47,000
Alcazar, Tara Claire	COORD, ALUMNI REL	10/22/08	C05500	\$ 55,000
Alexander, Heather Breanne	VST EVENT FIN SPEC	8/31/08	C41889	\$ 33,000
Allen, Monique N	VST RSRCS & POLICY ANLYS	7/16/08	C04257	\$ 40,000
Allen, Sheila Mary	CLIN PHARM	6/23/08	C18333	\$ -
Alvarez, Eduardo	VST COLL ACCESS COUNS	7/1/08	C22258	\$ 27,735
Amaya, Fredy A	RES PRGMR	11/10/08	C06393	\$ 42,000
Andrews, Stephanie Caitlin	VST COORD CLIN & RESEARCH PROG	6/16/08	C53203	\$ 30,000
Antgyi, Eugene	VST DIR RETAIL SALES/CATERING	7/16/08	C65522	\$ 65,000
Arora, Pawan Kumar	VST RES SPEC IN HLTH SCI	9/2/08	C57007	\$ 28,325
Askew, Nicole R	ASST DIR, DEVLPR	10/20/08	C80526	\$ 55,000
Austin, Samuel B.	VST ADULT/FAM LIT EDUC TM LEAD	12/1/08	C83336	\$ 36,000
Bachmann, Jennifer Marie	VST PRGM COORD	12/15/08	C69055	\$ 35,500
Ballinger, Dionne Iris	VST CAMPUS RECR COORD	8/16/08	C41883	\$ 33,000
Banach, Jeffrey Alan	VST ACCT RECEIVABLE FIN COORD	6/17/08	C65514	\$ 38,000
Baranko, Stephanie	VST STAFF SPEC IN NURSING	9/2/08	C57009	\$ 99,840
Barrett, Matthew John	BUS POLICY ANLYS	7/16/08	C70999	\$ 40,000

**State Universities Civil Service System  
University of Illinois at Chicago  
FY2009 Supplemental Compliance Audit**

**Appendix A**

***New Exempt Principal Administrative Appointments  
June 5, 2008 - December 31, 2008***

<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Annual Salary</b>
Barretto, Naina Renata Mari	VST RES SPEC IN HLTH SCI	10/6/08	C57028	\$ 43,500
Beck, Ryan	VST PROJ COORD	10/16/08	C89597	\$ 19,200
Bell, Christopher	VST OUTR PRGM COORD	10/6/08	C65558	\$ 40,000
Bellows, Lauren	VST RES SPEC IN HLTH SCI	8/18/08	C52110	\$ 30,000
Benni-Weis, Marissa C.	RES INFO SPEC	7/7/08	C40199	\$ 56,500
Bian, Jing-Tan	RES SPEC	9/1/08	C56989	\$ 47,000
Bigelow, Louisa	VST COORD OF CLIN & RES PRGM	8/18/08	C54798	\$ 30,000
Birkland, Dawn Marie	ACAD ADVR	7/28/08	C53450	\$ 42,500
Blears, Elizabeth Ellen	VST RES SPEC	10/1/08	C11067	\$ 30,000
Blick, Jenna	ASST DIR, IL ALUMNI ASSN	9/22/08	C33044	\$ 37,500
Boodram, Basmattee	VST RES SPEC IN PUB HLTH	6/16/08	C00760	\$ 60,000
Bora, Margareta A	VST PROJ COORD	8/1/08	C01275	\$ 38,000
Bose, Maitrayee	VST RES SPEC	11/6/08	C92017	\$ 30,000
Bradley, Meghan Sarah	VST ASSOC DIR OF MKTG COMNC	7/1/08	C58943	\$ 45,000
Brambila, Alida Yalitzia	VST PROJ COORD	7/16/08	C65954	\$ 36,000
Brandt-Rauf, Paul	DEAN	7/1/08	C49005	\$ 234,000
Breit, Jill	VST COORD OF CLIN & RES PRGMS	6/2/08	C52712	\$ 30,570
Brennan, Daniel	ANESTHETIST	9/1/08	C65530	\$ 140,000
Brick, Gail Y	NURSE PRACTR	10/28/08	C78558	\$ 54,400
Brown, James Wesley	ACAD ADVR	8/25/08	C22722	\$ 39,000

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<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Annual Salary</b>
Brown, Marsha	VST PRGM ASSOC	12/15/08	C88842	\$ 25,000
Bruhn, Nicholas Robert	VST CLIN CARE COORD	9/16/08	C67714	\$ 47,000
Bruno, Aaron Nathan	VST RES SPEC, HLTH SCI	10/16/08	C82165	\$ 28,000
Burman, Barry	VST RES SPEC DEVL P DIS	8/16/08	C60641	\$ 17,500
Butler, Deborah	ANESTHETIST SPEC	8/16/08	C65531	\$ 72,000
Byrne, Therese Maeanne	VST SR PRGM COORD	8/7/08	C69070	\$ 30,000
Callahan, Michael Francis	VST EXEC DIR	9/16/08	C41341	\$ 89,063
Cantero, Alejandra	ASST TO CHAIR	11/3/08	C09760	\$ 39,000
Carlton, Jennifer E.	VST RES SPEC DEVL P DIS	12/16/08	C60653	\$ 37,000
Carrasco, Maria L.	VST ASST TO DIR	11/17/08	C32168	\$ 37,000
Carrion-Carire, Violeta	VST RES INFO SPEC	9/22/08	C53085	\$ 23,400
Carson, Richard C	VST STAFF PSYCHOLOGIST	8/1/08	C52732	\$ 28,000
Castillo, Sheila Rose	VST CEED PROJ COORD	6/9/08	C32236	\$ 62,000
Chen, Hu	VST RES SPEC IN HLTH SCI	8/18/08	C52740	\$ 42,000
Clark, Misti C	CLIN PHARM	8/1/08	C18352	\$ 95,000
Clarke, Ann Katherine	COORD OF INSTRN BUS SERV	9/8/08	C79351	\$ 34,500
Cooley, Thomas Kevin	ASSOC DIR, ADMN	6/16/08	C41831	\$ 65,000
Corcos, Kathleen M.	PRGM COORD	9/16/08	C09960	\$ 50,000
Cordell, Faith	VST PROJ MGMT SPEC	9/29/08	C22276	\$ 36,000
Cortes, Laura	VST PRGM COORD, EDU & CLIN	7/29/08	C57141	\$ 32,000

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Coulson, May	VST RES SPEC IN HLTH SCI	7/16/08	C80866	\$ 38,300
Cunningham, Frances	NURSE ANESTH	9/16/08	C49113	\$ 112,000
Dahnweih, Gonwo T	VST COORD OF CLIN & RES PROG	7/16/08	C53209	\$ 27,735
Davey, Weston F	VST FACILITS COORD	8/4/08	C99180	\$ 38,500
Davis, Bryan	ASST DIR OF COMPL	9/10/08	C22081	\$ 82,000
Davis, Roderick G.	SR RES SPEC HLTH SCI	10/16/08	C92463	\$ 60,000
Delaney, Clare	VST RSRSC & POLICY ANYLS	11/24/08	C04358	\$ 37,000
Dickow, Russell	VST HR BUS PARTNER	9/8/08	C63521	\$ 85,000
Dillon, Amber	ITTF URBAN AREA PRGM COORD	12/1/08	C22277	\$ 56,250
Dobersztyn, Peter	VST RSRSC & POLICY ANYLS	8/21/08	C54020	\$ 34,000
Donzal, Deana	VST ASSOC DIR	6/16/08	C45696	\$ 70,000
Doss, Ashley A	VST PRGM COORD	12/16/08	C02689	\$ 34,000
Dracoulis, Donald	VST ASST TO EXEC DIR	7/1/08	C65517	\$ 46,500
Dufelmeier, Daylan D.	VST PROJ COORD	10/1/08	C04314	\$ 35,000
Dunnan, Susan D	DIR OF DEVELOPMENT	9/29/08	C51875	\$ 60,000
Eisenberg, Yochai	VST PROJ COORD	8/25/08	C60636	\$ 56,000
Ellis, Scarlett T	VST RES SPEC DEVLDP DISABILITY	9/22/08	C60643	\$ 35,000
Emerson-Kavchak, Alicia Johnelle	SPEC IN PHYSL THER	9/2/08	C65538	\$ 75,000
Erdelac, Kristin	VST PROJ COORD	10/9/08	C65557	\$ 54,000
Erving, Marcia S.	VST SOCIAL WORK COORD	6/2/08	C49108	\$ 38,693

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Eskra, Jillian N	VST RES SPEC IN HLTH SCI	9/24/08	C57026	\$ 30,000
Evdokimov, Anatoly	ELEC ENGR SPEC	7/1/08	C60270	\$ 65,000
Fareeduddin, Anita	VST RES SPEC IN PUB HLTH	8/1/08	C46925	\$ 8,750
Feller, Carolyn	ASST DIR, ADM	10/21/08	C04334	\$ 55,000
Feltes, Brett J	BUS & FIN SPEC	9/16/08	C01126	\$ 41,000
Fern, Elizabeth A.	VST PRGM COORD	8/16/08	C04258	\$ 40,000
Fosnacht, Anne Marie	VST TRNG PRGM COORD	8/4/08	C66526	\$ 43,000
Frey, Katy	DIR OF ADVCMT	12/1/08	C90299	\$ 69,000
Gammon-Bond, Kamaria S.	VST PSYCHIATRIC SOCIAL WORKER	8/18/08	C53211	\$ 59,000
Gao, Qi	VST RES SPEC	11/1/08	C04361	\$ 32,000
Garvey, Maureen	ASST DIR, ADM	8/16/08	C82929	\$ 48,000
Gatti, Francesca	VST RES SPEC IN HLTH SCI	10/30/08	C11069	\$ 35,000
Gee, Margaret A	VST EXEC DIR	8/18/08	C25987	\$ 150,000
Genead, Mohamed Ali Yousef	VST RES SPEC IN HLTH SCI	6/1/08	C03808	\$ 44,000
Gerndt, Krysta L	VST RES SPEC IN PUB HLTH	9/4/08	C49628	\$ 42,000
Gibbs, Kevin Patrick	VST SR RES SPEC IN PUB HLTH	9/29/08	C04335	\$ 4,750
Gibbs, Kevin Patrick	SR RES SPEC	9/29/08	C04335	\$ 4,750
Giulianotti, Lorenzo	VST RES SUPPORT SPEC	6/30/08	C11043	\$ 41,000
Glinert, Keren	VST RES SPEC IN HLTH SCI	8/19/08	C57148	\$ 30,000
Gonzalez, Isboset	FIN AID ADMNR	9/16/08	C60014	\$ 35,000

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Goyal, Sonia	VST RES SPEC IN HLTH SCI	10/2/08	C57034	\$ 13,900
Graham, Benjamin Charles	VST PROJ COORD	8/11/08	C60635	\$ 47,000
Grajales Carias, Liliana	VST SR RES SPEC IN HLTH SCI	9/16/08	C79669	\$ 51,036
Greene, Matthew A.	VST RES SPEC IN PUB HLTH	9/15/08	C42143	\$ 45,000
Hall, Shaye	VST PRGM COORD	8/4/08	C04866	\$ 36,000
Hall, Tiffany	VST SPECIAL PRGMS COORD	8/31/08	C41890	\$ 33,000
Hare, Jocelyn Chou	VST ASST TO EXEC DIR	7/21/08	C08082	\$ 34,000
Harm, Youn Hee	VST PROJ COORD	10/16/08	C04329	\$ 26,000
Hartley, Layetta L.	ACCOUNTS RECEIVABLE SPEC	6/2/08	C22071	\$ 37,555
Hartnett, Susan M	VST ASSOC DIR	10/1/08	C92445	\$ 56,000
Hastings, Brian P	VST COORD, SPORTS OPER	7/1/08	C22888	\$ 33,000
Healy, Elizabeth	VST PROJ COORD	7/28/08	C04251	\$ 38,000
Hemphill, James W	ASSOC DIR, DINING SERV	11/17/08	C41904	\$ 75,000
Hernandez, Catalina Evelyn	VST COLL ACCESS COUNS	7/1/08	C22260	\$ 27,735
Hernandez, Maria	ASST TO THE DIR	6/16/08	C10156	\$ 37,500
Herriott, Anna L.	VST COORD OF CLIN & RES PROG	9/2/08	C54799	\$ 35,000
Higgins, Mary	ANESTHETIST	9/19/08	C65543	\$ 70,000
Hilbert, Rachel Danae	VST RES SPEC	7/28/08	C45776	\$ 30,000
Hill, Paulette Mary-Frances	DATA MGMT SPEC	12/8/08	C65572	\$ 49,000
Hirsch, Beth Ilene	HLTH CARE PRAC ANLYS SPEC	9/15/08	C65546	\$ 75,000

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Holmes, Valerie L	ASSOC DIR	6/2/08	C07783	\$ 50,000
Hopkins, Anne M	VST DISABILITY SPEC	8/16/08	C05136	\$ 37,000
Horga, Marius	RES PRGRMR	6/16/08	C68616	\$ 48,213
Hrebic, Elizabeth Eileen	ASST TO DIR OF DEVL P	6/2/08	C58532	\$ 38,000
Huson, Annette Margaret	VST RES SPEC IN HLTH SCI	6/16/08	C25001	\$ 20,000
Hynes, Denise M	RES SCI	8/16/08	C14122	\$ -
Iizuka, Takumi	VST RES SPEC	8/25/08	C57011	\$ 35,000
Ittner, Jessica	VST PROJ COORD	8/16/08	C25986	\$ 60,000
Jacobs, Shelley C	VST PROJ COORD, RESIDENCY	9/16/08	C51301	\$ 35,000
Jagannathan, Shreedevi	VST INFO TECHNOL SPEC	10/6/08	C66529	\$ 53,000
Jakobsons, Lara J.	VST STAFF PSYCHOLOGIST	9/22/08	C54827	\$ 50,000
James, Madelyn D	VST PRGM ASSOC	10/1/08	C20009	\$ 56,000
Jaruseranee, Nanthanit	VST RES SPEC	7/16/08	C33489	\$ 12,001
Jasicki, David P	BUS HLTH CARE SYST ADMNR	10/6/08	C65559	\$ 64,000
Jatico, Francis P	VST DIR BUS DEVL P SERV	12/1/08	C22281	\$ 130,000
Johnson, Armrhad Rashad	VST EVENT COORD	11/16/08	C41905	\$ 34,548
Johnson, Candice	VST COLL ACCESS COUNS	7/1/08	C86464	\$ 27,735
Johnson, Kytrina P	FIN AID ADMNR	9/22/08	C04580	\$ 35,000
Jones, Jennifer R	VST AST TO DIR, CMTY LITCY	9/22/08	C61002	\$ 30,000
Juarez, Jennifer C	VST COLL ACCESS COUNS	7/1/08	C22261	\$ 27,735

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Kabirova, Elena	VST RES SPEC IN HLTH SCI	7/16/08	C42443	\$ 32,448
Kadercan, Pelin	VST ACAD SPEC	8/16/08	C41112	\$ 28,000
Kalimuthu, Ramasamy	VST CHIEF OF MICROSURG	9/16/08	C11072	\$ -
Kaye, Nicole Corinne	VST RES SPEC	10/16/08	C45784	\$ 14,000
Keller, Meggan Leigh	VST STUDY CLINIC COORD	6/2/08	C03766	\$ 33,000
Kelly, Constance A	VST PROJ COORD	7/7/08	C08965	\$ 65,000
Keshwani, Neerja	ENTERPRISE APP DEVLPR SPEC	6/23/08	C65516	\$ 60,000
Khan, Marie	ASST TO DEAN	10/20/08	C06440	\$ 30,000
Khurana, Amy Katherine	VST PRGM ASSOC	7/16/08	C88626	\$ 50,000
Killeen, Anna-Trizia	VST PHYSN ASST SPEC	8/1/08	C55514	\$ 87,000
Kim, Seijeoung	VST SR RES SPEC IN PUB HLTH	9/30/08	C63381	\$ 52,180
Kim, Yeun	VST RES SPEC	8/16/08	C05993	\$ 33,000
Klein, Jesse B	VST STAFF PSYCHOLOGIST	7/21/08	C54828	\$ 50,000
Klodd, David A.	VST ASST DIR AUDIOLOGY	7/1/08	C03774	\$ 52,105
Knights, Laura E	VST COORD, PROJ SOAR	6/23/08	C21099	\$ 50,000
Koch, Abigail Ruth	VST RES SPEC, HLTH SCI	8/11/08	C41342	\$ 45,000
Kooistra, Korrey D	VST PROJ COORD	11/10/08	C57051	\$ 50,000
Kopp, Christian Louis	VST COORD, CAMPUS RECR	8/1/08	C41858	\$ 36,000
Korba, Jeffrey M	VST IT SPEC	6/16/08	C50466	\$ 30,000
Kotek, James Joseph	CLIN PHARM	7/16/08	C18338	\$ 96,000

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Kraus, Dana Joy	VST COORD OF CLIN & RES PROG	11/16/08	C53231	\$ 31,200
Kremer, Martin A	VST SYST SPEC	11/17/08	C08966	\$ 58,000
Krishnan, Kavitha N	VST SPEC IN OCCUP THER	10/1/08	C65551	\$ 59,800
Kristovic, Amy C	VST PROJ COORD	8/11/08	C69046	\$ 36,000
Krivchenia, Mark P	VST TECH MGR	8/25/08	C22274	\$ 95,000
Lam, Sabrina Toanh	FIN SERV SPEC	6/30/08	C41834	\$ 32,500
Lantz, Jean	ASST DEAN STUD AFFAIRS	6/16/08	C25684	\$ 90,000
Lapinskas, Daniel	VST COORD MKTG & BUS DEVL P	6/23/08	C03773	\$ 80,000
Laylo, Rhonda Beth	VST EVENT COORD	11/16/08	C41906	\$ 34,548
Le, Toan Van	CMPTR SPEC	9/2/08	C01685	\$ 38,000
Leedock, Melissa Teresa	CLIN STAFF PHARM	8/11/08	C40369	\$ 95,790
Lewis, Anna Catherine	VST ASST TO THE DIR	6/23/08	C52848	\$ 50,000
Long, Changmin	SR RES SPEC IN PUB HLTH	12/1/08	C51316	\$ 55,000
Lopez, Katrina	GRANTS & CONTRACTS SPEC	7/23/08	C22168	\$ 46,000
Lu, Yu	VST RES SPEC	7/7/08	C03818	\$ 35,000
Luengas, Julie Dianne	CLIN NURSE INFORMATICIST SPEC	8/11/08	C65529	\$ 120,000
Luna, Karina Yolanda	VST PROJ COORD	12/15/08	C65571	\$ 35,000
Lux, Lauren	VST COORD SOCIAL WORK	7/1/08	C26789	\$ 41,500
Machi, Rachel	VST RES COORD	7/8/08	C03986	\$ 80,000
Madera, Martin Aurelio	VST WRITER/EDITOR INFO SPEC	9/30/08	C32256	\$ 31,200

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Malik, Anjum	VST SYST SPEC	11/24/08	C08968	\$ 49,000
Mann, Julianna L.	VST RES INFO SPEC	6/16/08	C75982	\$ 38,000
Manola, Stephanie Ann	VST COORD OF MARKETING & PROMO	6/16/08	C57120	\$ 41,500
Marco, Kristin Nicole	VST BSKTBAL OPER DIR	8/4/08	C21334	\$ 32,000
Marino, Anthony John	VST RES PRGMR	12/8/08	C68615	\$ 49,000
Martin, Monica	BUS POLICY ANLYS	8/4/08	C70998	\$ 40,000
Matchett, Louise	VST PHYSN RECRUIT SPEC	8/11/08	C03974	\$ 83,000
McCall, Melissa M	VST RES SPEC DEVLDP DIS	8/16/08	C60637	\$ 42,500
McMillan, Elizabeth Deanna	VST ASST TO ASST DEAN	8/21/08	C02655	\$ 37,000
Mean, Natalie B	RSRSC POLICY ANLYS	9/29/08	C02617	\$ 70,000
Meisinger, Daniel K.	VST ADULT/FAM LITCY EDUC	8/16/08	C21098	\$ 35,000
Mele, Alessandra	VST RES SPEC IN HLTH SCI	8/14/08	C11065	\$ 35,000
Mell, Allison L	VST COORD of CLIN & RES PRGMS	8/18/08	C52736	\$ 27,735
Mendez, Felipe	VST RES SPEC IN HLTH SCI	10/16/08	C57041	\$ 39,000
Mercado, Alejandro	VST RES INFO SPEC	8/25/08	C57012	\$ 30,000
Michalek, Angela Marie	VST RES SPEC IN PUB HLTH	7/16/08	C63306	\$ 34,000
Micke, Elizabeth	VST CLIN STAFF PHARM	6/16/08	C77997	\$ 93,000
Milano, Philip William	VST PRGM ASSOC	8/16/08	C77899	\$ 25,000
Mina, Jeffrey N.	ENTERPRISE-WIDE AUD	10/16/08	C89319	\$ 62,000
Miranda, Nancy	CLIN PHYSN	11/17/08	C65552	\$ 140,000

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Moreno, Francisco Emanuel	VST HEALTH PROMOTER/RECRUITER	12/7/08	C32265	\$ 27,735
Morgan, Lucille M.	ASST TO ASSOC DEAN FOR ADMN	8/4/08	C32244	\$ 47,000
Moy, Gregory Eugene	VST COORD CLIN & RESEARCH PROG	9/2/08	C53213	\$ 27,735
Mulcahy, Christine	MKTG & COMNC SPEC	11/3/08	C33700	\$ 24,000
Muni, Niraj Jayant	VST RES SPEC IN HLTH SCI	9/4/08	C04613	\$ 39,000
Murthy, Lakshmi	VST PROJ COORD	11/1/08	C57042	\$ 40,000
Nava, Magdalena	VST PROJ COORD	9/2/08	C14153	\$ 32,000
Nekrasov, Victor	RES SPEC IN HLTH SCI	8/16/08	C57146	\$ 21,860
Nesnidal, Karla A	VST CLIN STAFF PHARM	9/17/08	C79695	\$ 93,000
Ng, Jaclyn Chi Yan	CLIN PHARM	7/16/08	C18336	\$ 96,000
Norris, Noel Eddia	VST PRGM ASSOC	12/16/08	C20088	\$ 37,000
Novokhovsky, Natasha	VST RES SPEC	7/7/08	C45773	\$ 30,000
Ochoa, Rachelle J	VST PROJ COORD	10/6/08	C57023	\$ 36,000
Olson, Mark R	VST RES SPEC HLTH SCI	6/16/08	C53038	\$ 32,000
Olver, Larry S	VST SPEC IN PHYSL THER	7/7/08	C65513	\$ 48,000
O'Toole, John Anthony	VST RES INFO SPEC	6/9/08	C57122	\$ 32,000
Owens, Vivian	VST NURS PRACTR (PSYCHIAT)	7/14/08	C65521	\$ 35,000
Pai, Tara	VST SPEC IN PHYSL THER	7/7/08	C65519	\$ 48,000
Pajak, Margaret Anna	DIR HLTH INFO MGMT/PRIVACY	6/16/08	C65504	\$ 132,500
Parnes, Stephanie A.	VST COORD CLIN & RESEARCH PROG	7/1/08	C53205	\$ 30,000

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Parrilla, Azalea Elizabeth	VST COORD, CASE MGMT	10/27/08	C49952	\$ 30,235
Pasadhika, Sirichai	VST RES SPEC IN HLTH SCI	6/2/08	C03806	\$ 42,000
Patel, Dhruv Minesh	FIN SERV SPEC	6/30/08	C41835	\$ 32,500
Patel, Sonny G	VST RES SPEC IN HLTH SCI	7/16/08	C11060	\$ 35,000
Pattanayak, Abhinandan	RES SPEC HLTH SCI	7/7/08	C51854	\$ 32,000
Paus, Rachel	VST PRGM COORD	10/22/08	C65567	\$ 55,000
Paushter, Daniel H	VST RES SPEC IN HLTH SCI	8/16/08	C11064	\$ 35,000
Pearce, Barbara	QUALITY COORD	10/16/08	C65561	\$ 70,000
Perez, Stacy Sabrina	RES SPEC, HLTH SCI	8/1/08	C06679	\$ 35,000
Perz, Michael L	VST ACCT RECEIVABLE/FIN COORD	6/16/08	C65511	\$ 38,000
Pham, Amy	VST RES SPEC IN HLTH SCI	9/2/08	C55419	\$ 30,000
Pickel, Margaret G.	VST PROJ COORD	9/8/08	C42144	\$ 40,000
Ping, Raedy Michelle	VST RES SPEC	11/16/08	C99650	\$ 35,000
Piper, Kimberly T.	CONTRACT COORD	6/2/08	C76684	\$ 60,600
Poole, Jennifer	VST COORD, CASE MGMT	9/29/08	C96153	\$ 30,235
Powers, Elizabeth Bonnie	NETWORK SERV SPEC	9/16/08	C65547	\$ 56,000
Prasad, Lalita	VST CLIN STAFF PHARM	12/1/08	C65574	\$ 96,000
Prasad, Leela M	VST CHIEF DIV COLON RECTAL SUR	8/16/08	C11053	\$ -
Prasad, Leela M	VST DIR MIN INV ROBOTIC COL R	8/16/08	C11053	\$ -
Rahbe, Sandra M.	VST REGULATORY KNOWLEDGE COORD	9/29/08	C04383	\$ 64,000

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Raheja, Geetu	VST RES SPEC IN HLTH SCI	6/1/08	C57125	\$ 35,000
Ramey, Norma Ivone	VST PROJ COORD	9/16/08	C57019	\$ 28,000
Ramirez, Misel	VST PROJ COORD	8/20/08	C05101	\$ 45,000
Ramones, Luz Socorro	VST ASST TO THE HEAD	9/8/08	C04310	\$ 55,000
Ramos, Norma Elena	VST ASSOC DIR FOR COMNC	11/16/08	C36997	\$ 80,000
Randall, William Allen	RES PRGRMR	12/1/08	C58535	\$ 63,500
Raraz, Alcides G.	VST RES ENGR	6/16/08	C58969	\$ 12,000
Reckwerdt, Jennifer Marie	VST PROJ COORD	8/11/08	C65534	\$ 32,000
Regan, Paul Lucas	VST RES SPEC HLTH SCI	6/2/08	C99482	\$ 30,000
Resnick, Elissa Anne	VST RES SPEC IN PUB HLTH	11/10/08	C41181	\$ 45,000
Reyes De Lobos, Maribel	VST DIR MCCORMICK DENT CLINIC	7/14/08	C58075	\$ 15,000
Reyes, Susanne	VST RES INFO SPEC	9/18/08	C31563	\$ 14,000
Richardson, Lekisha Renee	VST SPECIAL PROJS COORD	10/13/08	C25143	\$ 59,000
Richie, Whitney N	VST RES INFO SPEC	10/16/08	C67780	\$ 40,000
Rinaldi, Linda E	VST PROJ COORD	8/18/08	C65537	\$ 33,500
Rosenquist, Linda J	VST COORD	8/16/08	C82287	\$ 13,000
Rothring, Mary B.	VST ASST TO THE HEAD	11/3/08	C04341	\$ 37,000
Ruiz, Beatriz J	VST RES INFO SPEC	11/16/08	C57052	\$ 13,868
Ruiz, Christina A	ASST TO DEAN	11/17/08	C55345	\$ 15,500
Ruiz, Christina A	ASST TO V PROVOST UGRAD AFF	11/17/08	C55345	\$ 15,500

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Rusan, Meredith L	ACCTS RECEIVABLE SPEC	6/9/08	C96646	\$ 39,078
Rutz, Daniel	VST RES SPEC IN HLTH SCI	10/16/08	C04295	\$ 16,640
Sachwani, Rachna	VST RES SPEC	10/5/08	C02367	\$ 32,000
Salzman, Emma	VST COORD OF CLIN & RES PROGR	12/1/08	C53232	\$ 36,000
Samuels, Katherine Collins	VST COORD OF CLIN & RES PROG	7/16/08	C54825	\$ 30,000
Sanders, Katherine Marie	FIN AID ADMNR	9/16/08	C03279	\$ 35,000
Schluckbier, Kristi Lea	VST ASST ATHL TRAINER	7/21/08	C21335	\$ 40,000
Schulze, Evan T	VST DATA ANLYS	6/16/08	C55567	\$ 31,000
Scotellaro, Margaret Ann	VST DIR, PEDS EDUC PRGM	7/15/08	C25439	\$ 80,000
Seibold, Anita M	VST SR RES SPEC IN HLTH SCI	7/7/08	C77004	\$ 51,036
Semenov, Iurii	VST RES SPEC IN HLTH SCI	9/1/08	C57013	\$ 43,430
Sentiere, Bryan John	COORD CLIN AND RES PROGRAMS	9/16/08	C02881	\$ 2,774
Sentiere, Bryan John	CTR COORD	9/16/08	C02881	\$ 2,774
Shaffer, Stephen	VST SPEC IN PHYSL THER	7/7/08	C65520	\$ 48,000
Shannon, Robert Anthony	VST COORD, CASE MGMT	10/27/08	C49916	\$ 30,235
Shareef, Farah Jabeen	RES SPEC IN HLTH SCI	9/1/08	C96085	\$ 15,600
Shargorodsky, Bella	VST RES INFO SPEC	12/6/08	C57624	\$ 32,347
Shi, Jun	VST SR RES SPEC IN HLTH SCI	6/2/08	C03804	\$ 48,000
Shorter, Teleka	VST GRANTS & CONTRACTS SPEC	11/14/08	C22177	\$ 45,000
Shukrullah, Irfan	VST RES SPEC IN HLTH SCI	6/20/08	C57116	\$ 45,448

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Sidell, Kimberly Rachel	VST RES SPEC	11/16/08	C40437	\$ 33,010
Simonovic, Ivana	VST RES SPEC IN HLTH SCI	8/16/08	C51378	\$ 55,000
Sinak, Christine Michelle	SPEC IN NUTR	10/13/08	C65565	\$ 40,000
Siroko, Michelle K.	VST RES DATA ANLYST	10/15/08	C62441	\$ 7,500
Sladkina, Alina	VST RSRSC & POLICY ANLYS	10/1/08	C56129	\$ 48,000
Smolevitz, Jill B	VST RES INFO SPEC	9/5/08	C57008	\$ 37,500
Stahly Hershberger, Karen	HUMAN CAP DEVL P MGR	11/3/08	C68444	\$ 80,000
Stearns, Molly Kathleen	VST COORD, NCAA COMPL	7/1/08	C33984	\$ 48,000
Steckler, Sharon	VST COORD, SOCIAL WORK	12/1/08	C57064	\$ 27,500
Struble, Cassandra Anne	VST COORD RES PRGMS	10/1/08	C45781	\$ 45,000
Suh, Kwangjin	VST IT OPER SPEC	6/23/08	C45771	\$ 31,200
Sulita, Jillian A.	VST ASST TO DIR	9/18/08	C66483	\$ 38,500
Sullivan, Nancy A	DIR, OFC TECHNOL MGMT	11/3/08	C49889	\$ 200,000
Sundick, Arianna	VST PROJ COORD	6/23/08	C27597	\$ 31,000
Thomas, William	ASSOC ATHL DIR, BUS OPER	11/12/08	C11290	\$ 75,000
Thompson, Veronica Rashelle	VST SPEC IN NUTR	8/18/08	C65536	\$ 45,000
Timson, Joseph	VST AREA COORD	7/1/08	C41839	\$ 45,000
Tipparaju, Sireesha	VST INFO TECHNOL SYST SPEC	11/16/08	C04801	\$ 57,000
Tokarev, Andre Andreyevich	VST RES SPEC	8/16/08	C33490	\$ 30,000
Traub, Robyn	VST PRGM COORD	10/15/08	C02285	\$ 45,000

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Tucker, Francis E	NETWORK ANLYS	9/16/08	C41894	\$ 55,000
Tym, Alice E.	DIR OF ADVCMT	10/13/08	C90672	\$ 85,000
Van Zee, Laura Green	VST ASST TO THE CHAIR	8/16/08	C75252	\$ 40,000
Vannoy, Ember	VST PROJ COORD	7/16/08	C63328	\$ 42,000
Varghese, Susan T	VST RES SPEC IN HLTH SCI	7/31/08	C57159	\$ 41,798
Vassell, Kelly-Ann	ACAD SKILLS SPEC	7/21/08	C24598	\$ 55,000
Velarde, Priscilla	VST AREA COORD	7/1/08	C41840	\$ 47,000
Velianoff, Melanie	SPEC IN SPEECH PATH	7/28/08	C65527	\$ 50,000
Victori Cintora, Luis Miguel	RES INFO SPEC	8/16/08	C57150	\$ 6,831
Villada, Moises	VST COORD EDUC DVSTY	8/16/08	C67141	\$ 25,250
Vishnubhotla, Ramana Venkata	RES SPEC IN HLTH SCI	8/16/08	C57145	\$ 21,860
Vispute, Sachin S	VST EXERCISE SPEC	6/16/08	C05413	\$ 34,000
Vollmer, Michael W	DIR, INFO TECHNOL	8/4/08	C15048	\$ 70,000
Wainer, Allison Leigh	VST COORD CLIN & RESEARCH PROG	7/7/08	C53206	\$ 28,000
Webster, Nicholas	ACAD ADVR	8/18/08	C93460	\$ 35,000
Weinstein, Katie K	VST COMNC COORD	9/8/08	C69051	\$ 36,000
Weiss, Linda	VST COORD, CASE MGMT	9/29/08	C49874	\$ 31,735
Wender, Stephan C	VST ADULT/FAM LIT EDUC	12/1/08	C61062	\$ 37,000
Weytkow, Kenneth James	VST RES SPEC IN HLTH SCI	9/1/08	C52018	\$ 27,735
Whitley, Richard Cabot	VST ASST TO DIR	7/16/08	C57114	\$ 44,500

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Wieczorkiewicz, Sarah M	CLIN PHARM	7/16/08	C18345	\$ -
Williams, Andrew Manzell	ASST TO CHAIR	10/17/08	C95928	\$ 36,000
Witte, Paul Oliver	SPEC IN PHYSL THER	6/9/08	C65510	\$ 60,000
Wortman, Susan Marie	VST RES SPEC	9/1/08	C86710	\$ 30,000
Yang, Kyunghee	RES SPEC	8/1/08	C18354	\$ 30,000
Yoshida, Katherine Louise	PRGM COORD	7/24/08	C41340	\$ 15,500
Zhan, Yu	DATA MGMT SPEC	12/1/08	C65570	\$ 57,000
Zheng, Meng	VST RES SPEC IN HLTH SCI	7/1/08	C84749	\$ 27,500
Ziaya, Irene D	INVESTIGATOR INTAKE COORD	6/16/08	C03777	\$ 85,000
Zuno, Janeth	VST DATA MGMT SPEC	12/8/08	C65573	\$ 45,000

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<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Salary Rate</b>
Aguina, Nicholas	Field Interviewer	6/11/08	C02264	9.18
Albers, Kevin E	ADJ INSTR	9/5/08	C04305	100.00
Alvarado, Cesar	COORD RSSPT PJCOR VISTN	7/18/08	C32238	13.33
Anderson, Rosemary	SPEC EDUC PARTNER	9/13/08	C09742	25.00
Aponte, Michael George	COORD RSSPT PJCOR VISTN	9/10/08	C32250	13.33
Arauz, Veronica	SPEC RSDIS HLSCI	6/11/08	C56903	10.00
Aseltine, Ian	Field Interviewer	11/25/08	C02264	9.00
Athavale, Ajay	RES SPEC IN PUB HLTH	9/8/08	C63374	16.00
Austin, Cynthia	STD PATIENT SPEC	6/16/08	C75951	25.00
Balani, Sharon	ADJ LECTURER	9/3/08	C06494	32.00
Barancik, Elizabeth June	VST PROJ COORD	8/16/08	C89823	25.00
Barker, Katherine	ADJ LECTURER	8/20/08	C77533	33.00
Barnes, Jason	Coord Campus Recreation	8/11/08	C41816	16.26
Barnett, Shantell	SPEC EDUC PARTNER	9/13/08	C09747	25.00
Baron, Ronna I	SPEC EDUC PARTNER	9/13/08	C09743	25.00
Bauer, Michael	INSTR	10/19/08	C21019	20.00
Berhanu, Adey	RES INFO SPEC	10/22/08	C57036	13.85
Bonifazi, Luciana	STD PATIENT SPEC	7/4/08	C75949	25.00
Borland, Sarah	RES SPEC IN PUB HLTH	9/8/08	C63375	16.00
Brown, Rosa F	VST PROG ASSOC	10/27/08	C94162	50.00

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Bruursema, Amy R	RES SPEC IN PUB HLTH	8/25/08	C41175	15.00
Butler, Tia T	Field Interviewer	6/13/08	C02264	9.18
Byrd, Henrietta J	RES SPEC IN PUB HLTH	8/25/08	C63399	16.00
Cape, Elizabeth A.	PROG ASSOC	9/3/08	C95167	30.00
Carlton, Jacquelyn	PROJ COORD	9/22/08	C65549	13.33
Carpenter, Larry J.	STD PATIENT SPEC	12/15/08	C75938	25.00
Chalom, Rene	CLIN ASST PROF	6/6/08	C51801	125.00
Chan, Cindy M	Field Interviewer	6/6/08	C02264	9.18
Chang, Hannah-Jiyoung	RES SPEC	8/16/08	C04292	20.00
Chrismon, Rochelle M	INSTR	12/1/08	C79520	20.00
Crane, Heather M	COORD OF CLIN AND RES PGRMS	11/1/08	C52746	17.00
Cristinia, Beth	ASST TECH SPEC	6/20/08	C60629	28.00
Currie, Madeleine Anne	COORD OF CLIN & RESEARCH PROGR	6/1/08	C53207	23.00
Davies, Karl	Teaching Associate/hourly	9/4/08	C02158	65.00
Dean, Catherine	STD PATIENT SPEC	6/16/08	C75948	25.00
Del Cid, Henry Jovanie	STD PATIENT SPEC	6/16/08	C75952	25.00
Dickson, Deljah	Field Interviewer	11/21/08	C02264	9.00
Donoso, Oscar A	RES DATA ANLYS	11/1/08	C60646	20.00
Doyle, Linda I	SPEC EDUC PARTNER	9/13/08	C09741	25.00
Elhofy, Adam	SR RES SPEC HLTH SCI	10/6/08	C50477	20.00

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<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Salary Rate</b>
Farne, Marcus	STD PATIENT SPEC	9/30/08	C75939	25.00
Ferguson, Lisa A	MENTOR	8/19/08	C09756	25.00
Ferioli, Alessandro	RSCH ENG	6/16/08	C16545	10.00
Fitter, Emily	COORD ATHRC ADMIN	11/3/08	C11288	14.42
Fitter, Emily	COORD Ticket Operations	11/3/08	C11288	14.42
Floeter, John	INSTRUCTOR/hourly	8/16/08	C60547	65.00
Franco, John Carlos	RES INFO SPEC	9/22/08	C57025	16.50
Frankel, Paul	RES SPEC IN PUB HLTH	9/8/08	C63373	16.00
Fudacz, Chris J	PRGM COORD	10/15/08	C69048	22.50
Gallaher, Cynthia	ADJ LECTURER	12/5/08	C69006	14.42
Garduno, Marco V.	SPEC RSSPT VISTN	12/1/08	C32269	13.33
Garrison, Jennifer	Field Interviewer	11/21/08	C02264	9.00
Ghuman, Nirmal Kaur	RES SPEC	9/22/08	C18369	22.95
Gordon, Gregory	COORD ATHRC ADMIN	11/3/08	C11278	14.42
Gordon, Gregory	COORD ATHRC ADMIN	11/3/08	C11278	14.42
Graham, Natalie	STD PATIENT SPEC	6/16/08	C75957	25.00
Gravis, Demetrius	ADJ INSTR	9/5/08	C04308	100.00
Griffin, Jennifer K	STD PATIENT SPEC	8/15/08	C75941	25.00
Gur, Oren M.	RES DATA ANALYST	8/18/08	C54111	14.42
Halpern, Arielle	Researc Spec in Pharm Sci-Hrly	10/28/08	C02423	18.75

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Haney, Paul Jeffrey	ADJ INSTR	9/5/08	C04307	100.00
Harmon, Deborah Southward	SPEC EDUC PARTNER	9/13/08	C09744	25.00
HARNESBERRY, ROXANNA M	Academic Hourly	12/4/08	C08972	25.00
Harris, Todd	Piano Technician	9/2/08	C75254	80.00
Heard, Ike	Adjunct Instructor	9/11/08	C04869	28.85
Highland, Rita A	ADJ INSTR	9/5/08	C04304	100.00
Hoffman, Yael	COORD CLIN & RES PRGM PSYCH	11/3/08	C62442	30.00
Hofmann, Patricia	STD PATIENT SPEC	7/14/08	C75945	25.00
Hollenberg, Amelia Diane	Asst Athletic Trainer	8/13/08	C21336	16.45
Holloway, Kara	ASST TO V CHANC	10/27/08	C82288	28.00
Hornback, Nikolas Lee	RES INFO SPEC	6/21/08	C57118	18.00
JEEP, KATIE ELISA	STD PATIENT SPEC	7/1/08	C75950	25.00
Johnson, Andrew	RES SPEC IN PUB HLTH	8/13/08	C63380	16.00
Johnson, Carl Radford	Piano Technician	9/2/08	C75255	80.00
Jurgovan, Ronald E	STD PATIENT SPEC	7/14/08	C75943	25.00
Kapheim, Robert J.	STD PATIENT SPEC	12/15/08	C75936	25.00
Karangwa, Christine	COORD CLIN RES PROGRAMS	9/2/08	C53223	23.00
Kim, Jenny Jeeyoung	SPEC RSDIS HLSCI	6/12/08	C56904	10.00
Kimball, Carol	RES SPEC IN PUB HLTH	9/8/08	C63379	16.00
Kinney, Amy E	MENTOR	8/19/08	C21008	25.00

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Knox, Myron	VST SYST SPEC	11/24/08	C08970	25.00
Koranteng, Ama	INSTR CLNCL	11/16/08	C25896	100.00
Korwin, Timothy	RES SPEC IN HLTH SCI	10/5/08	C04612	37.07
Kost, Adam Michael	RES SPEC IN HLTH SCI	11/17/08	C57050	15.00
Kresl, Steven E	COORD ATHRC CMREC	9/15/08	C41895	16.26
Kurland, Susan L	PRIN INTERSHIP COACH	8/18/08	C60137	35.00
LaCoste, Beverly D	PRIN INTERNSHIP COACH	8/18/08	C61018	45.00
Laue, Susan K	SPEC SNR RSSPT	6/5/08	C45769	40.00
Lee Noll, Kathryn	VIST RES SPEC	6/23/08	C48970	13.00
Long, Raina	STD PATIENT SPEC	6/16/08	C75954	25.00
Love, Marsha	RES SPEC IN PUB HLTH	9/16/08	C15068	25.00
Lua, Lea	CLIN ASST PROF	10/21/08	C51889	100.00
Luo, Jing	RES SPEC IN HLTH SCI	11/17/08	C57058	15.00
Mainard, Lara	STD PATIENT SPEC	6/16/08	C75953	25.00
Manjarrez, Dianna	RES SPEC IN PUB HLTH	9/2/08	C63382	17.95
Manjarrez, Dianna	RES SPEC IN PUB HLTH	9/2/08	C97836	17.95
Mc Leod, Marlene S.	SPEC EDUC PARTNER	9/13/08	C09748	25.00
McDole, Marilyn	Compensation Consultant	10/27/08	C64451	45.00
Mellen, Joe M.	STD PATIENT SPEC	12/15/08	C75937	25.00
Melsheimer, William C	PRIN INTERNSHIP COACH	8/18/08	C09757	45.00

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Mendieta, Frances M.	Field Interviewer	6/11/08	C02264	9.00
Micic, Daniel	ACAD HOURLY	6/1/08	C02691	18.37
Miller, Tommiezene Johnson	SPEC EDUC PARTNER	9/13/08	C09740	25.00
Morrison, Halle	SPEC RSDIS PMSCI	6/1/08	C75966	18.27
Murthy, Sumithra	RES SPEC HOURLY	12/15/08	C61957	16.00
Neukirch, Carrie Ann	COORD OF CLIN & RES PROGRAMS	6/15/08	C53210	13.75
Newman, Robin	RES SPEC	8/16/08	C20119	40.00
Nochowitz, Sally F	SPEC EDUC PARTNER	9/13/08	C09746	25.00
Nyhan, Kelly	COORD ATHRC CMREC	8/25/08	C41863	45.00
Omojola, Kayode	Field Interviewer	6/13/08	C02264	9.18
Pellot, Josue	COORD EDUC CURCL	9/11/08	C65949	18.00
Perry, Aja Michelle	Field Interviewer	11/21/08	C02264	9.00
Peters, Cathrina Renee	SNR INSTRN DESIGN COORD	11/18/08	C69049	55.00
Pickens, Lisa Marie	Adunct Instructor	7/17/08	C04865	28.84
Potts, Diane M	ACAD SKILLS SPEC	8/1/08	C03817	30.00
PULSIPHER, DALIN T	COORD CLIN &RES PRG PSYCHIATRY	7/7/08	C62436	15.00
Rangel, Cindy Elizabeth	RES INFO SPEC	12/2/08	C57062	21.00
Ratliff, Gayle Lois	COORD OF CLIN AND RES PGRMS	10/18/08	C52747	40.00
Rinne, Stephen F	RES SPEC IN HLTH SCI	10/5/08	C04611	37.07
Rivera, Gabriel	Asst varsity Coach cc/tk	8/28/08	C36113	16.45

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Roache, Caitlin R.	COORD CLIN RES PRG PSYCHIATRY	7/7/08	C62437	15.00
Roe, Daniel T	Vstg System Specialist	11/24/08	C08971	25.00
Rosario, Elizabeth	Field Interviewer	6/6/08	C02264	9.00
Rudolph, Stephen Michael	PROJ COORD	12/10/08	C60652	46.00
Russo, Elizabeth McMurry	ADJ INSTR	11/16/08	C04347	100.00
Saleh, Armando W	COORD RSSPT PJCOR VISTN	7/29/08	C32245	15.00
Sardar, Gurkiran K	RES SPEC IN HLTH SCI	6/1/08	C57057	15.00
Sengupta, Shreya	RES SPEC IN HLTH SCI	11/17/08	C57060	15.00
Shah, Neil Dipakkumar	PHARM INTERN HOURLY	7/22/08	C31021	13.50
Shannahan, Kelli M	SPEC EDUC PARTNER	9/13/08	C09738	25.00
Sharpe, Erica L	STD PATIENT SPEC	6/16/08	C75955	25.00
Shea, Ellen A	SPEC EDUC PARTNER	9/13/08	C09751	25.00
Shumpert, Carolyn	PROJ COORD	11/3/08	C57049	28.85
Silas, Yolonda Faye	CUST SERV SPEC	6/24/08	C22256	15.00
Smith, Barbara K	SPEC EDUC PARTNER	9/13/08	C09750	25.00
Smith, Erin Michelle	DEAN ASTTO	12/1/08	C66530	24.00
Smith, Rick	STD PATIENT SPEC	6/16/08	C75956	25.00
SPECCHIA, STEFANO	RSCH ENG	11/5/08	C16547	10.00
Stevanovic, Pedja	COORD CLIN & RES PRGMS	9/11/08	C55076	15.00
Stewart, Brytne Jo	Coord Camp Rec	8/25/08	C41864	13.14

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Stratford, Jeanne E.	SPEC RSSPT VISTN	8/28/08	C45780	14.42
Sugrue, Patricia	COORD Campus Rec	9/25/08	C41899	30.00
Suskin, Shea	RES SPEC IN HLTH SCI	11/17/08	C57071	15.00
Terras, Mara Elena	RES SPEC IN HLTH SCI	11/17/08	C57059	15.00
Thaqi, Mentor	Academic Hourly	6/30/08	C31018	13.50
Trevino, Dora A.	COORD RSSPT PJCOR VISTN	7/1/08	C32241	13.33
Uebele, Frederick Herbert	Teaching Associate/hourly	8/16/08	C02544	20.00
Van Heumen, Lieke	RSRC & POLICY ANLYS	10/1/08	C60647	20.00
Vannavong, Ann N	COORD CLIN RES PRGM PSYCHIAT	8/12/08	C10067	13.33
Vargas, Desiree	PROJ COORD	9/29/08	C04379	16.00
Vega, Yolanda	RES INFO SPEC	12/2/08	C57063	21.00
Vorreyer, Lynn Marie	STD PATIENT SPEC	7/14/08	C75944	25.00
Ward, Cindy J	RES SPEC IN HLTH SCI	7/8/08	C42438	13.14
Warner, Michelle E	VST PROG ASSOC	8/20/08	C91879	17.30
Wasserman, Rebecca	COORD CLIN RES PRG PSYCHIATRY	7/21/08	C62438	15.00
Watson, Shannon	Field Interviewer	11/20/08	C02264	9.00
Webb, Brian Lynn	ADJNT PROF	10/19/08	C04332	100.00
Whelan, Sharon Diane	ADJ INSTR	9/5/08	C04306	100.00
Whittenberger, Amy	STD PATIENT SPEC	6/16/08	C75947	25.00
Wiener, Marcy Kay	SPEC EDUC PARTNER	9/13/08	C09739	25.00

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**Appendix B**

***New Exempt Academic Hourly Appointments  
June 5, 2008 - December 31, 2008***

<b>Employee</b>	<b>Title</b>	<b>Employment Date</b>	<b>Position Number</b>	<b>Salary Rate</b>
Wilson, Robert Alex	STD PATIENT SPEC	7/14/08	C75940	25.00
Winters, Clyde	SPEC EDUC PARTNER	9/13/08	C09749	25.00
Wriddle, Janise	Instructor	12/1/08	C79520	20.00
Yoon, Eun	SPEC RSSPT	8/16/08	C04290	20.00
Yue, Xuejun	ACAD HOURLY	11/3/08	C63488	16.37
Zaviska, Melinda	SPEC EDUC PARTNER	9/13/08	C09737	25.00

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Acevedo, Diana	Specialist in Speech Pathology	9/22/2008	C65550	2/19/2009	1/14/2008		Speech Pathologist Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Aga, Ali	Application Developer (Specialist)	6/13/2008	C56179	2/19/2009	9/2/2005		Information Technology Tech Associate or Applications Programmer	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Alcazar, Tara C.	Coordinator of Alumni Relations, UHP	10/22/2008	C05500	2/19/2009	2/5/2008		Assistant Director of Alumni Relations	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Allen, Monique N.	Resource and Policy Analyst Specialist	7/16/2008	C04257	2/19/2009	9/30/2004		Grants & Contracts Development Specialist Series or Business Manager	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Alvarez, Eduardo	Accounts Receivable Specialist	7/1/2008	C22258	6/23/2009	3/25/2008		Accounting Associate, Account Technician Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Amaya, Fredy A.	Research Programmer	11/10/2008	C06393	3/4/2009	3/16/2005		Microcomputer Support Specialist Series or Computer Programmer	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Ballinger, Dionne I.	Campus Recreation Coordinator	8/16/2008	C41883	2/19/2009	9/7/2005	X	Intramural & Recreation Coordinator	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Beck, Ryan	Project Coordinator	10/16/2008	C89597	2/19/2009	11/20/2007		None/Ok as PAA	Valid Exemption as PAA.
Benni-Weis, Marissa C.	Research Information Specialist (IRB Coordinator)	7/7/2008	C40199	6/23/2009	12/1/2000		Administrative Assistant Series or Administrative Aide	Among first to be reviewed as part of UIC's new job model implementation plan.
Bian, Jing-Tan	Research Specialist	9/1/2008	C56989	2/19/2009	11/1/2007		None/Ok as PAA	Valid Exemption as PAA.
Bigelow, Louisa	Coordinator of Clinical and Research Programs in Psychiatry	8/18/2008	C54798	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Blick, Jenna	Assistant Director	9/22/2008	C33044	6/23/2009	8/15/2007		Assistant Director of Alumni Relations, Events Administrator Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Bora, Margareta A.	Project Coordinator	8/1/2008	C01275	2/23/2009	8/10/2005		Administrative Aide or Administrative Assistant	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.

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Bradley, Meghan S.	Associate Director of Marketing Communications	7/1/2008	C58943	3/4/2009	12/21/2004	X	Graphics Designer or Business/Administrative Associate	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Brick, Gail Y.	Nurse Practitioner (Specialist)	10/28/2008	C78558	2/19/2009	10/31/2006		Nurse Practitioner	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Bruhn, Nicholas R.	Clinical Care Coordinator	9/16/2008	C67714	2/19/2009	8/21/2008		Asst. Director of Clinical Support Operations	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Carlton, Jennifer E.	Research Specialist in Developmental Disabilities	12/16/2008	C60653	2/19/2009	12/9/2004		None/Ok as PAA	Valid Exemption as PAA.
Clarke, Ann K.	Coordinator of Instructional Resources & Business Services	9/8/2008	C79351	2/19/2009	7/13/2006		Administrative Aide, Administrative Assistant, or Business Manager	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Corcos, Kathleen M.	Program Coordinator	9/16/2008	C09960	2/23/2009	6/6/2008		None/Ok as PAA	Valid Exemption as PAA.
Cordell, Faith	Project Management Specialist	9/29/2008	C22276	6/23/2009	6/28/2007		Financial Analyst/Planner Series, Accounting Associate, Account Technician Series, Accountant Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Dahnweih, Gonwo T.	Coordinator of Clinical and Research Programs in Psychiatry	7/16/2008	C53209	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Davey, Weston F.	Facilities Coordinator, Jane Addams Hull-House Museum	8/4/2008	C99180	2/19/2009	7/22/2008		None/Ok as PAA	Valid Exemption as PAA.
Dracoulis, Donald	Assistant to Executive Director	7/1/2008	C65517	6/23/2009	2/22/2005		Administrative Assistant Series, Administrative Aide, or Office Support Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Erving, Marcia S.	Coordinator for a Center of Excellence for the Elimination of Health Disparities	6/2/2008	C49108	3/4/2009	10/17/2007		Medical Social Consultant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Feltes, Brett J.	Business and Financial Specialist	9/16/2008	C01126	6/23/2009	8/20/2007		Financial Analyst/Planner Series or Comptroller Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Fosnacht, Anne M.	Training Program Coordinator	8/4/2008	C66526	2/19/2009	12/21/2004		None/Ok as PAA	Valid Exemption as PAA.

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Garvey, Maureen	Assistant Director of Admissions-Undergrad Processing Unit	8/16/2008	C82929	3/4/2009	8/15/2007		Admissions & Records Supervisor	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Gibbs, Kevin P.	Senior Research Specialist in Health Sciences	9/29/2008	C04335	2/19/2009	11/24/2004		None/Ok as PAA	Valid Exemption as PAA.
Gibbs, Kevin P.	Senior Research Specialist in Public Health	9/29/2008	C04335	2/19/2009	11/24/2004		None/Ok as PAA	Valid Exemption as PAA.
Giulianotti, Lorenzo	Research Support Specialist	6/30/2008	C11043	2/19/2009	4/8/2008		Educational Program Evaluation Coordinator	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Goyal, Sonia	Research Specialist in Health Sciences	10/2/2008	C57034	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Graham, Benjamin C.	Project Coordinator	8/11/2008	C60635	2/19/2009	12/6/2004		None/Ok as PAA	Valid Exemption as PAA.
Greene, Matthew A.	Research Specialist in Public Health	9/15/2008	C42143	3/9/2009	3/29/1985		None/Ok as PAA	Valid Exemption as PAA.
Hall, Shaye	Program Coordinator for IES	8/4/2008	C04866	3/4/2009	7/12/2006	X-AH	Program Coordinator or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan. Note: This position title is also listed in Appendix D for incumbent Daniel Micic, with identical position description, and concurrence with System Office recommendation.
Hall, Tiffany	Special Programs and Facilities Coordinator	8/31/2008	C41890	2/19/2009	8/14/2008		Special Events Facilitator or Events Administrator Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Hare, Jocelyn C.	Assistant to the Vice Chancellor & Exec Dir for HS Development	7/21/2008	C08082	2/19/2009	10/15/2008		None/Ok as PAA	Valid Exemption as PAA.
Hartley, Loretta L.	Accounts Receivable Specialist	6/2/2008	C22071	6/23/2009	3/25/2008		Accounting Associate, Account Technician Series, Accountant Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Hartnett, Susan M.	Associate Director, Institute for Public Safety Partnerships	10/1/2008	C92445	3/9/2009	2/4/2005		None/Ok as PAA	Valid Exemption as PAA.
Hastings, Brian P.	Coordinator of Sports Operations	7/1/2008	C22888	2/19/2009	6/26/2003		None/Ok as PAA	Valid Exemption as PAA.

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Hernandez, Maria	Assistant to the Director--ITS	6/16/2008	C10156	3/4/2009	3/13/2008		Information Technology Support/Technical Associate or Computer Programmer	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Holmes, Valerie L.	Associate Director, Student Development Svcs	6/2/2008	C07783	2/19/2009	10/1/2007		None/Ok as PAA	Valid Exemption as PAA.
Hopkins, Anne M.	Disability Specialist	8/16/2008	C05136	2/19/2009	8/21/2006		Program Services Specialist	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Horga, Marius	Research Programmer	6/16/2008	C68616	3/4/2009	3/16/2005		Microcomputer Support Specialist Series or Computer Programmer	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Hrebic, Elizabeth E.	Assistant to the Directors of Development	6/2/2008	C58532	2/19/2009	6/4/2007		None/Ok as PAA	Valid Exemption as PAA.
Jacobs, Shelley C.	Project Coordinator, Family Medicine	9/16/2008	C51301	2/19/2009	4/9/2007		Administrative Aide or Medical Education Program Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Jagannathan, Shreedevi	Information Technology Support/Developer/Data Specialist	10/6/2008	C66529	2/19/2009	7/23/2008		Applications Programmer or IT Technical Associate	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Januseranee, Nanthanit	Research Specialist in Life Sciences	7/16/2008	C33489	2/23/2009	12/7/2006		None/Ok as PAA	Valid Exemption as PAA.
Johnson, Armhad R.	Coordinator for Meetings and Conferences	11/16/2008	C41905	2/19/2009	9/25/2007		Special Events Facilitator, Events Administrator Series, or Assistant Director of University Union	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Johnson, Kyrina P.	Student Financial Aid Administrator (Specialist)	9/22/2008	C04580	2/19/2009	4/5/2005		Financial Aid Advisor IV	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Jones, Jennifer R.	Assistant to the Director, Community Literacy Programs	9/22/2008	C61002	2/19/2009	None		Program Coordinator Series	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Kadercan, Pelin	Academic Skills Specialist (VST)	8/16/2008	C41112	2/19/2009	4/30/2008		None/Ok as PAA	Valid Exemption as PAA.
Kaye, Nicole C.	Research Specialist in Life Sciences	10/16/2008	C45784	2/23/2009	12/7/2006		None/Ok as PAA	Valid Exemption as PAA.

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Keller, Meggan L.	Study Coordinator	6/2/2008	C03766	2/19/2009	3/31/2009		Administrative Assistant Series	Valid Exemption as PAA.
Kelly, Constance A.	Project Coordinator for Gateway Traveler Information System	7/7/2008	C08965	2/23/2009	6/9/2008		None/Ok as PAA	Valid Exemption as PAA.
Keshwani, Neerja	Enterprise Application Developer Specialist	6/23/2008	C65516	3/10/2009	12/1/2005		Information Technology Technical Associate or Web Specialist Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Kopp, Christian L.	Campus Recreation Coordinator	8/1/2008	C41858	2/19/2009	9/7/2005	X	Intramural & Recreation Coordinator	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Korba, Jeffrey M.	Information Technology Specialist	6/16/2008	C50466	2/19/2009	6/2/2003		Information Technology Technical Associate or Microcomputer Support Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Le, Toan Van	Computer Specialist	9/2/2008	C01685	2/23/2009	11/18/2004		Microcomputer Support Specialist Series or IT Support Specialist	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Lewis, Anna C.	Assistant to the Director, Chicago Project for Violence Prevention	6/23/2008	C52848	6/23/2009	10/25/2005		Administrative Assistant Series or Administrative Aide	Among first to be reviewed as part of UIC's new job model implementation plan.
Lopez, Katrina	Grants & Contracts Specialist	7/23/2008	C22168	6/23/2009	4/21/2006		Grants and Contracts Development Series, Grants and Contracts Administrator Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Lu, Yu	Research Specialist	7/7/2008	C03818	2/19/2009	6/16/2008		None/Ok as PAA	Valid Exemption as PAA.
Lux, Lauren	Coordinator of Social Work	7/1/2008	C26789	2/19/2009	5/7/2008		Medical Social Consultant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Madera, Martin A.	Writer & Editor/Information Specialist	9/30/2008	C32256	2/19/2009	6/27/2006		Publications Manager or Technical Editor	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Malik, Anjum	System Specialist-Gateway Traveler Information System	11/24/2008	C08968	2/23/2009	8/21/2008		None/Ok as PAA	Valid Exemption as PAA.
Mann, Julianna L.	Research Information Specialist	6/16/2008	C75982	2/19/2009	7/28/2003		Records Management Series	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.

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Martin, Monica	Business Policy Analyst (Specialist)	8/4/2008	C70998	6/23/2009	1/30/2008		Accounting Associate, Account Technician Series, Accountant Series, or Business Management Series	Among first to be reviewed as part of UIC's new job model implementation plan.
McMillan, Elizabeth D.	Assistant to the Assistant Dean	8/21/2008	C02655	2/19/2009	4/13/2007		Administrative Aide	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Morgan, Lucille M.	Assistant to the Associate Dean	8/4/2008	C32244	2/19/2009	3/21/2007		Administrative Aide or Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Moy, Gregory E.	Coordinator of Clinical and Research Programs in Psychiatry	9/2/2008	C53213	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Mulcahy, Christine	Marketing & Communications Specialist	11/3/2008	C33700	6/23/2009	6/12/2008		Graphic Design Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Nekrasov, Victor	Research Specialist in Health Sciences	8/16/2008	C57146	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Norris, Noel E.	Program Associate: Instructional Support Teacher	12/16/2008	C20088	2/19/2009	None		Teaching Consultant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Oliver, Larry S.	Specialist in Physical Therapy	7/7/2008	C65513	3/10/2009	2/7/2005		None/Ok as PAA	Valid Exemption as PAA.
O'Toole, John A.	Research Information Specialist	6/9/2008	C57122	2/19/2009	10/2/2002		Records Management Series	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Parnes, Stephanie A.	Coordinator of Clinical and Research Programs in Psychiatry	7/1/2008	C53205	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Parrilla, Azalea E.	Coordinator of Case Management for the Elderly	10/27/2008	C49952	2/19/2009	11/15/2006	X	Program Services Specialist or Medical (Social) Services Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Patel, Dhruv M.	Financial Services Specialist, Campus Auxiliary Financial Svcs	6/30/2008	C41835	2/19/2009	12/20/2007		Financial Analyst/Planner Series	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Perz, Michael L.	Accounts Receivable and Finance Coordinator	6/16/2008	C65511	3/10/2009	11/8/2006		Accounting Associate or Accountant III	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.

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Piper, Kimberly T.	Contract Coordinator	6/2/2008	C76684	6/23/2009	3/21/2007		Purchasing Officer Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Powers, Elizabeth B.	Network Services Specialist	9/16/2008	C65547	6/23/2009	3/17/2004		Customer Service Representative or Administrative Aide	Among first to be reviewed as part of UIC's new job model implementation plan.
Raraz, Alcides G.	Research Engineer	6/16/2008	C58969	2/23/2009	4/5/1989		None/Ok as PAA	Valid Exemption as PAA.
Rosenquist, Linda J.	Coordinator	8/16/2008	C82287	2/19/2009	None		Institutional Research Data Coordinator	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Rothring, Mary B.	Assistant to the Unit Head	11/3/2008	C04341	2/19/2009	4/13/2007		Business Manager II or Business/Admin Associate	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Ruiz, Christina A.	Assistant to the Dean of the Honors College	11/17/2008	C55345	3/4/2009	11/17/2006		None/Ok as PAA	Valid Exemption as PAA.
Ruiz, Christina A.	Assistant to the Vice Provost for Undergraduate Affairs	11/17/2008	C55345	3/4/2009	7/23/2004		None/Ok as PAA	Valid Exemption as PAA.
Rusan, Meredith L.	Accounts Receivable Specialist	6/9/2008	C96646	6/23/2009	3/25/2008		Accounting Associate, Account Technician Series, Accountant Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Rutz, Daniel	Research Specialist in Health Sciences	10/16/2008	C04295	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Salzman, Emma	Coordinator of Clinical and Research Programs in Psychiatry	12/1/2008	C53232	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Samuels, Katherine C.	Coordinator of Clinical and Research Programs in Psychiatry	7/16/2008	C54825	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Sentiere, Bryan J.	Coordinator of Clinical and Research Programs in Psychiatry	9/16/2008	C02881	2/19/2009	12/10/2004	X	Administrative Aide or Program Administrative Assistant	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Shareef, Farah J.	Research Specialist in Health Sciences	9/1/2008	C96085	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.

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Shi, Jun	Senior Research Specialist in Health Sciences	6/2/2008	C03804	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Shorter, Teleka	Grants & Contracts Specialist	11/14/2008	C22177	6/23/2009	4/21/2006		Grants and Contracts Development Series, Grants and Contracts Administrator Series, or Administrative Assistant Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Simonovic, Ivana	Research Specialist in Health Sciences	8/16/2008	C51378	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Sinak, Christine M.	Specialist in Nutrition	10/13/2008	C65565	3/10/2009	5/17/2004		Dietitian Nutritionist	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Siroko, Michelle K.	Data Analyst	10/15/2008	C62441	2/19/2009	8/10/2006		None/Ok as PAA	Valid Exemption as PAA.
Struble, Cassandra A.	Research Program Coordinator	10/1/2008	C45781	2/23/2009	9/22/1999		Administrative Assistant	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Suh, Kwangjin	Information Technology Operations Specialist	6/23/2008	C45771	3/9/2009	10/20/2005		Information Technology Support Associate or Application Analyst Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Sulita, Jillian A.	Assistant to the Director	9/18/2008	C66483	2/19/2009	11/13/2008		Administrative Aide, Administrative Assistant, or Business/Admin Associate	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Sundick, Arianna	Project Coordinator	6/23/2008	C27597	2/19/2009	7/20/1993		Grants & Contracts Development Specialist Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Thompson, Veronica R.	Specialist in Nutrition	8/18/2008	C65536	3/10/2009	5/17/2004		Dietitian Nutritionist	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Timson, Joseph	Area Coordinator, Housing	7/1/2008	C41839	2/19/2009	4/5/2005		Housing Administration Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Tucker, Francis E.	Network Analyst (Specialist)	9/16/2008	C41894	2/19/2009	2/27/2008	X	Information Technology Technical Associate or Local Area Network (LAN) Support Specialist	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Van Zee, Laura G.	Assistant to the Chair, Department of Performing Arts	8/16/2008	C75252	2/19/2009	6/10/1999		Business Administrative Associate, Administrative Assistant Series, or Administrative Aide	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.

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Appendix C

Position Descriptions

New Exempt Principal Administrative Appointments

Employee	Position Title	Employment Date	Position Number	PAPE Receive Date	PAPE/PD Date	Repeat Finding	CS Class Recommendation	Campus Response 6/30/09
Villada, Moises	Coordinator, Rainbow Resource GSC	8/16/2008	C67141	6/23/2009	10/29/2008		Program Coordinator Series or Community Affairs Specialist Series	Among first to be reviewed as part of UIC's new job model implementation plan.
Vispute, Sachin S.	Exercise Specialist in Health Sciences	6/16/2008	C05413	2/19/2009	6/6/2008		None/Ok as PAA	Valid Exemption as PAA.
Webster, Nicholas	Academic Advisor	8/18/2008	C93460	3/9/2009	3/15/2005		None/Ok as PAA	Valid Exemption as PAA.
Weinstein, Katie K.	Communications Coordinator	9/8/2008	C69051	3/4/2009	6/1/2005		Public Information Coordinator or Publicity-Promotion Specialist	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Wender, Stephan C.	Adult & Family Literacy Educator	12/1/2008	C61062	2/19/2009	5/1/2004		Program Coordinator Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Whitley, Richard C.	Assistant to the Director/Section Chief	7/16/2008	C57114	2/19/2009	2/6/2008		Administrative Aide	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Williams, Andrew M.	Assistant to the Chair, Policy Studies	10/17/2008	C95928	2/19/2009	None		Administrative Aide	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Yang, Kyunghye	Research Specialist in Pharmaceutical Sciences	8/1/2008	C18354	2/23/2009	5/12/2006		None/Ok as PAA	Valid Exemption as PAA.
Yoshida, Katherine L.	Program Coordinator	7/24/2008	C41340	3/4/2009	6/16/2008		None/Ok as PAA	Valid Exemption as PAA.
Zhan, Yu	Data Management Specialist	12/1/2008	C65570	2/19/2009	7/22/2004		Information Technology Technical Associate or Application Programmer Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Zuno, Janeth	Data Management Specialist	12/8/2008	C65573	2/19/2009	7/22/2004		Information Technology Technical Associate or Application Programmer Series	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.

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New Academic Hourly Appointments

Employee	Department (Provided By UIC)	Employment Date	Position Number	PAPE Receive Date	PAPE/PD Date	Repeat Finding	CS Class Recommendation	Campus Response 6/30/09
Arauz, Veronica	Research Specialist in Health Sciences	06/11/08	C56903	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Barnes, Jason	Campus Recreation Coordinator	08/11/08	C41816	2/19/2009	9/7/2005	X	Intramural & Recreation Coordinator or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Carlton, Jacquelyn	Project Coordinator	09/22/08	C65549	3/10/2009	6/25/2008		None/Ok as PAA	Valid Exemption as PAA.
Crane, Heather M.	Coordinator of Clinical and Research Programs in Psychiatry	11/01/08	C52746	2/19/2009	12/10/2004	X	Administrative Aide, Program Administrative Assistant, or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Cristinia, Beth	Assistive Technology Specialist	06/20/08	C60629	3/4/2009	12/9/2004		None/Ok as PAA	Valid Exemption as PAA.
Elhofy, Adam	Senior Research Specialist in Health Sciences	10/06/08	C50477	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Ferguson, Lisa A.	Mentor for Early Childhood Alternative Certification Program	08/19/08	C09756	3/4/2009	None		Teaching Consultant or Professional Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Franco, John C.	Research Information Specialist	09/22/08	C57025	2/19/2009	10/2/2002		Records Management Series or Administrative Extra Help	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Garduno, Marco V.	Research Development and Grant Writing Specialist	12/01/08	C32269	6/23/2009	5/27/2004		Grants and Contracts Development Series, Grants and Contracts Administrator Series, or Administrative Extra Help	Among first to be reviewed as part of UIC's new job model implementation plan.
Gordon, Gregory	Campus Recreation Coordinator	11/03/08	C11278	2/19/2009	9/7/2005	X	Intramural & Recreation Coordinator or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Gur, Oren M.	Research Data Analyst	08/18/08	C54111	2/19/2009	1/28/2000		Institutional Research Data Coordinator or Technical Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Holloway, Kara	Assistant to the Vice Chancellor	10/27/08	C82288	2/19/2009	3/3/2008		None/Ok as PAA	Valid Exemption as PAA.

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Employee	Department (Provided By UIC)	Employment Date	Position Number	PAPE Receive Date	PAPE/PD Date	Repeat Finding	CS Class Recommendation	Campus Response 6/30/09
Johnson, Andrew	Research Specialist in Public Health	08/13/08	C63380	3/9/2009	3/29/1985		None/Ok as PAA	Valid Exemption as PAA.
Kapheim, Robert J.	Standardized Patient	12/15/08	C75936	2/19/2009	7/8/2008		Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Knox, Myron	System Specialist-Gateway Traveler Information System	11/24/08	C08970	3/4/2009	8/21/2008		None/Ok as PAA	Valid Exemption as PAA.
Kresi, Steven E.	Campus Recreation Coordinator	09/15/08	C41895	2/19/2009	9/7/2005	X	Intramural & Recreation Coordinator or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Love, Marsha	Research Specialist in Public Health	09/16/08	C15068	3/9/2009	3/29/1985		None/Ok as PAA	Valid Exemption as PAA.
Mitic, Daniel	Program Coordinator for IES	06/01/08	C02691	6/23/2009	7/12/2006		Program Coordinator Series, Program Administrative Assistant, or Administrative Extra Help	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment. Note: This position title is also listed in Appendix C for incumbent Shaye Hall, with identical position description, and disagreement with System Office recommendation.
Morrison, Halle	Research Specialist in Earth and Environmental Sciences	06/01/08	C75966	3/9/2009	9/5/2002		None/Ok as PAA	Valid Exemption as PAA.
Murthy, Sumithra	Research Specialist	12/15/08	C61957	3/4/2009	1/14/2005		None/Ok as PAA	Valid Exemption as PAA.
Neukirch, Carrie A.	Coordinator of Clinical and Research Programs in Psychiatry	06/15/08	C53210	2/19/2009	12/10/2004	X	Administrative Aide, Program Administrative Assistant, or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.

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Omojola, Kayode	Field Interviewer	06/13/08	C02264	3/18/2009	None		Survey Interviewer Series or Administrative Extra Help	Error in Exemption by UIC. Campus agrees to transition this position as provided through Civil Service Procedures or at the expiration of the appointment.
Saleh, Armando W.	Field Coordinator for the Study of Latinos-Hispanic Community Health Study	07/29/08	C32245	6/23/2009	6/13/2007		Program Coordinator Series or Administrative Extra Help	Among first to be reviewed as part of UIC's new job model implementation plan.
Sengupta, Shreya	Academic Hourly	11/17/08	C57060	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Shah, Neil D.	Research Specialist in Pharmaceutical Sciences	07/22/08	C31021	3/10/2009	8/21/2006		None/Ok as PAA	Valid Exemption as PAA.
Shumpert, Carolyn	Project Coordinator	11/03/08	C57049	2/19/2009	3/30/2006		Administrative Assistant I or II or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Silas, Yolonda F.	Customer Service Specialist	06/24/08	C22256	6/23/2009	5/27/2008		Customer Service Representative Series, Clerk Series, or Administrative Extra Help	Among first to be reviewed as part of UIC's new job model implementation plan.
Smith, Erin M.	Assistant to the Director	12/01/08	C66530	3/4/2009	11/13/2008		Administrative Aide, Administrative Assistant, Business/Admin Associate, or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Specchia, Stefano	Research Engineer	11/05/08	C16547	3/4/2009	10/19/2001		None/Ok as PAA	Valid Exemption as PAA.
Stratford, Jeanne E.	Research Specialist in Behavioral Sciences	08/28/08	C45780	3/9/2009	8/29/1989		None/Ok as PAA	Valid Exemption as PAA.
Thaqi, Mentor	Research Specialist in Pharmaceutical Sciences	06/30/08	C31018	3/10/2009	8/21/2006		None/Ok as PAA	Valid Exemption as PAA.
Uebele, Frederick H.	Provost & VC Acad Affrs - Acad			3/11/2009			Miscoded by UIC	Internal error in Coding. Efforts underway to correct coding within ERP system.
Vargas, Desiree	Project Coordinator	09/29/08	C04379	2/19/2009	6/20/2006		Administrative Aide or Administrative Assistant or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.

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Vega, Yolanda	Research Information Specialist	12/02/08	C57063	2/19/2009	10/2/2002		Records Management Series or Administrative Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Ward, Cindy J.	Academic Hourly	07/08/08	C42438	2/19/2009	11/12/1984		None/Ok as PAA	Valid Exemption as PAA.
Warner, Michelle E.	Provost & VC Acad Affrs - Acad	08/20/08	C91879	3/9/2009	None		Teaching Consultant or Professional Extra Help	UIC Disagrees With Recommendation. Among first to be reviewed as part of UIC's new job model implementation plan.
Zaviska, Melinda	Special Education Partner	09/13/08	C09737	3/4/2009	None		None/Ok as PAA	Valid Exemption as PAA.