

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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January 17, 2012

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at the University of Illinois at Springfield. The audit period tested was March 1, 2009 through February 28, 2011. This report is intended to communicate the final material findings, recommendations and corresponding institutional responses formulated through a comprehensive human resource compliance and operational audit.

On behalf of the audit staff, we thank the University of Illinois at Springfield and their human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any item is desired, please call Lucinda M. Neitzel (217) 278-3150 ext. 239.



Lewis T. (Tom) Morelock
Executive Director

University of Illinois at Springfield Final Audit Report



State Universities Civil Service System Compliance Audit

January 17, 2012

Audit Period

March 1, 2009 to February 28, 2011

Prepared by:



Lucinda M. Neitzel
Audit and Advisory Services Manager

University of Illinois at Springfield
Final Audit Report

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University of Illinois at Springfield **Final Audit Report**

Introduction

PURPOSE

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

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

This report communicates the final outcome of a comprehensive human resource operational audit, which included an on-site evaluation that was conducted July 13-15, 2011. A formal exit conference was conducted on December 15, 2011, which provided an opportunity for the Employer to discuss both the Material and Non-Material findings contained in the initial Draft Audit Report. Upon completion of the exit conference and submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Findings only) is sent to the Employer, and a Supplemental Report (Non-Material Findings) is sent to the campus/agency Human Resource Office for internal use.

OVERVIEW

The following Human Resource activities were reviewed and utilized in identifying the Material (Final Audit Report) and Non-Material Findings (Supplemental Report):

- **Assignment of Positions to Classes**

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

- **Compensation Programs**

The Auditor completes an analysis of the Employer's use of pay rates and pay ranges, as approved by the Merit Board. An overall evaluation is then conducted of the Employer's compensation program and initiatives to meet requirements of pay equity within the Employer's market area.

- **Examination Program**

The Auditor conducts a review of pre-employment testing operations. This includes test administration, admission procedures of applicants to examinations, license and certification verifications, scheduling, security, and register management.

- **Administration of Employment and Separation Procedures**

The Auditor reviews the Employer's business processes and procedures related to the employment cycle, including pre-employment activities, probationary and status employment, and employment separation programs. There is also an assessment of the Employer's utilization and monitoring of non-status appointments.

- **Administration and Employment Protocols of Positions Exempt from Civil Service Guidelines**

The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with recognized exemption authorization procedures. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for validation of approved exemptions. The audit process also includes a review of the Employer's administrative procedures related to these appointments and their approved exemption status.

- **General Review of the Employer's Human Resource Program**

The Auditor completes a general review of the Employer's human resource programs with respect to effectiveness, efficiency and levels of communication to constituencies. There is also an assessment of the recognition and interaction of human resource programs within the Employer's faculty, administrative and support staff employee groups. The impact of new technology on the recordkeeping and processing of information is also an element for review.

- **Other Follow-up Items from Previous Audit**

Other follow-up items from previous audits, as well as other matters deemed necessary and appropriate, may have been reviewed and submitted as additional audit topics.

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

[Lucinda Neitzel, Audit and Advisory Services Manager](#)

[Jeff Brownfield, Manager of Operations Division](#)

[Paula Mitchell, Human Resource Assistant](#)

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Executive Summary
YEAR ENDED--FY2012

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

<u>Number of</u>	<u>This Report</u>
Findings	2
Repeated findings from previous audit®	1®

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
		FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT)
UIS FY12-01	5	Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications®
UIS FY12-02	8	Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications

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Material Findings, Recommendations, and Institutional Corrective Action Plan

**UIS FY12-01 Exemption Authorization Applied to Positions That Match Civil Service
Classification Specifications**

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

- 1) [State Universities Civil Service Act \(Act\), Section 70/36e Coverage](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 4) [Exemption Procedures Manual, Section 3.1 Principal Administrative Appointments](#)
- 5) [Exemption Procedures Manual, Section 6.3 System Office Review](#)
- 6) [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position 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 general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

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 occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under Section 36e(3), the Employer may

be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

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

Through a review of approximately one-hundred (100) position descriptions, including on-site interviews with various exempted employees, it was determined that thirty-nine (39) exempted positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications. These positions do not appear to contain the duties or level of authority and responsibility that would typically fall outside the specifications of standard professional or technical Civil Service classifications.

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

According to the Employer's payroll records, 'standard' titles approved for use by the System Office were applied to the majority of the exempted positions.

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 Procedures. Consequently, positions are improperly identified and appropriate Civil Service protocols circumvented, significantly increasing the possibility of employment issues.

Finding from Previous Audit:

During the FY2009 compliance audit, through a review of approximately eighty (80) position descriptions, including on-site interviews with various exempted employees, it was determined that six (6) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code UIS FY10-01, pages 4-7].*

Recommendation:

The Illinois Administrative Code, Section 250.30(a) specifically provides that the Merit Board has the authority to determine Principal Administrative Appointments (PAA) at each institution or agency. Specifically, it states that "The Director shall publish guidelines for such exemptions, as approved by the Merit Board."

We refer the Employer to these guidelines located in the [Exemption Procedures Manual, Section 3.1, Principal Administrative Appointments](#), approved by the Merit Board in June 2009.

By definition, a PAA is "...an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies, and who exercises discretion and independent judgment. In addition, a PAA can be defined as an employee who is in a position requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study and

which requires the consistent exercise of discretion and judgment, e.g., physician, attorney, engineer, architect.”

In accordance with the statutory intent and basic premise contained in these standards, 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 utilizing general titles. Improper exemptions from Civil Service regulations can lead to a fundamental breakdown of several interrelated human resource functions; including employment status, position classification, seniority, recruitment, compensation, performance, and benefit administration.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix A** to further determine if these positions match the specifications of the recommended Civil Service classifications. If it is determined that these positions match the specifications of the designated civil service classifications, they should be transitioned to a Civil Service appointment. It is strongly recommended that positions designated to be transitioned to Civil Service appointments be moved as soon as possible, but certainly no later than at such time that these positions become vacant again. We refer the Employer to the [Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position](#) for guidance in transitioning these positions to appropriate Civil Service appointments. Please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and should be monitored by the Employer periodically.

The Employer may also utilize the Pilot Program classification designations and transition the positions to be reviewed into one of these classifications if appropriate. These [Pilot Program](#) classifications utilize more flexible employment protocols and would offer a more transparent transition.

Institutional Corrective Action Plan—provided by Bob Lael, Acting Director of Human Resources

The University of Illinois Springfield agrees to conduct a comprehensive review of the 39 PAA positions identified by the auditors as being inappropriately exempted. The employer has executed a contract with Pilat of North America, Inc, authorizing us to utilize their Gauge Job Evaluation Software. This is the same software being utilized at the UIC campus. We are in the process of obtaining training on this software and anticipate beginning the comprehensive job analysis in February 2012. Once the analysis is completed we will develop a conversion plan for those positions found to be civil service. The conversion will be done as soon as possible, BUT in all cases no later than when the position becomes vacant.

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Material Findings, Recommendations, and Institutional Corrective Action Plan

UIS FY12-02 Exemption Authorization Applied to ‘Academic Hourly’ Positions That Match Civil Service Classification Specifications

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

- 1) [State Universities Civil Service Act \(Act\), Section 70/36\(e\) Coverage](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Illinois Administrative Code \(Code\), Section 250.70\(f\) 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 2.5 Extra Help Appointments](#)
- 7) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 8) [Exemption Procedures Manual, Section 6.3 System Office Review](#)
- 9) [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position 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 general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

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 occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under Section 36e(3), the Employer may be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

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

“Academic Hourly” is an employment designation created by the Employer and defined within their internal procedures. 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.

Through a review of approximately thirty (30) ‘Academic Hourly’ position descriptions, it was determined that all of the positions listed in **Appendix B** were performing duties matching Civil Service Classification specifications. These positions simply do not contain the duties or level of authority and responsibility that would typically fall outside the specifications of standard professional or technical Civil Service classifications. In some instances, job duties and responsibilities were extremely vague and lacked substantive content in describing the position. Fundamental baseline position description standards were not documented in validating these exemptions.

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

According to the Employer, ‘standard’ titles approved for use by the System Office were applied to the majority of the exempted positions.

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 [Exemption Procedures Manual, Section 1.1 Overview](#). Failure to follow these guidelines and properly categorize exempt positions results in a circumvention of standard Civil Service employment protocols and is considered a significant compliance violation.

Finding from Previous Audit:

No findings in this topic area were made during the last operational audit in FY2010.

Recommendation:

In accordance with the statutory intent and basic premise contained in [Section 36\(e\)](#) of the Act 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 utilizing general titles or by designating them as ‘Academic Hourly’. 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”.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix B** to further determine if they match the specifications of the recommended Civil Service classifications, or if they should be transitioned to a broad category Extra Help appointment. This review should be conducted as soon as possible. We refer the Employer to the [Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position](#) for guidance in transitioning these positions to appropriate Civil Service Appointments. Please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and should be monitored by the Employer periodically.

Since this audit was conducted, the Employer has outlined additional internal procedures designed to address this issue across their entire statewide system. Understanding the time commitment involved in analyzing and categorizing these positions, this topic will be reviewed again the next regularly scheduled biennial compliance audit. It is also important to note that other University of Illinois employment locations have discontinued the use of the ‘Academic Hourly’ employment category.

Institutional Corrective Action Plan—provided by Bob Lael, Acting Director of Human Resources

The University of Illinois at Springfield acknowledges the material finding of improper Academic Hourly Exemptions. We will conduct an in depth review of all positions currently classified as Academic Hourly. The employer intends to complete the review and have a conversion plan in place for inappropriately exempted positions by June 30, 2012. UIS has discontinued the use of the Academic Hourly employment category.

**State Universities Civil Service System
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Appendix A

***Principal Administrative Appointments
Position Descriptions Matching Civil Service Specifications***

Employee Name	Title	Annual Salary	Position Number	Recommended Civil Service Classification
Abbott, Wesley	Interim Associate Director of Stage Services (Technical Director)	\$38,174.40	S95450	Auditorium Technical Director Series
Boyle, Jeanne	Development Event Coordinator	\$58,265.00	S99221	Development Officer
Capranica, Jeannie	Diversity Center Program Manager	\$40,600.00	S95570	Equal Opportunity Officer Series
Carlberg, Aleta	Associate Director of Records and Registration/Associate Registrar	\$47,857.00	S99069	Admissions & Records Series
Carnes, Gail	Assistant to the Chair, Public Administration Department	\$40,600.00	S99359	Program Adviser or Graduate School Specialist
Catherwood, Brian	Technical Analyst	\$68,459.00	S97934	Information Technology Management Series or Information Technology Manager/Administrative Coordinator
Craig, Kimberly	Assistant to the Associate Vice Chancellor for Undergraduate Education	\$47,045.00	S95931	Administrative Assistant Series
Crawford, Sean	News Director, WIUS	\$48,999.96	S99597	Radio Station Production Supervisor or Radio/Television Producer/Announcer Series
Custeau, Consolatrix	Grants & Contracts Specialist	\$34,072.28	S93612	Grants & Contracts Administrator Series, Grants & Contracts Specialist, Administrative Aide, or Business/Administrative Associate
Dunn, Jamey	Statehouse Bureau Chief	\$33,440.00	S98601	Publications Series or Public Information Series
Eccles, Randy	Development Director	\$45,000.00	S99376	Development Officer
Gillock, Jacquelyn	Associate Director of Budget and Financial Analysis	\$58,651.15	S93610	University Budget Officer Series
Gonzalez-Beeson, Kimberly	Assistant to the Dean	\$49,000.00	S99234	Administrative Assistant Series
Grosboll, Rebecca	Program Coordinator and Intake/General Education Advisor	\$20,150.00	S96206	Program Adviser
Gurnsey, Janelle	Communications and Outreach Specialist	\$42,000.00	S95915	Publications Series or Public Information Series
Haupt, Christopher	Application Specialist	\$46,000.00	S97933	Technical Support Specialist or Information Technology Support Specialist
Hoag, Beth	Assistant Director for Student Life	\$40,000.00	S96446	Assistant Director of University Union
Khaund, Munindra	Associate Director of Web Services	\$60,000.00	S95515	Information Technology Management Series or Information Technology Manager/Administrative Coordinator
Leonard, Bryan	Associate Director of Marketing	\$48,209.00	S95860	Public Information Series
Levin, Carrie	Assistant Director of the Center for Online Learning Research and Service	\$40,000.00	S99683	Instructional Development Specialist
Long, Donald	Research Administrator	\$61,000.00	S98873	Grants & Contracts Administrator Series or Grants & Contracts Specialist
McCaffrey, Mindy	Auditorium Volunteer Coordinator	\$25,000.00	S95462	Clerk Series or Events Administrator Series
McElwrath, Kara	Training Specialist	\$53,000.00	S95906	Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
Panich, Matt	Assistant Director of Recreational Sports - Facility & Membership Services	\$40,000.00	S93884	Intramural & Recreation Coordinator
Rahn, Carole	Assistant to the Dean	\$51,000.00	S99680	Administrative Assistant or Administrative Aide
Raleigh, Robert	Administrative Specialist (Senior)/Fiscal Manager	\$52,527.00	S99156	Administrative Assistant Series or Business/Administrative Associate
Ryan, Christina	Assistant to the Vice Chancellor, Student Affairs	\$56,383.00	S99187	Administrative Assistant Series
Sanchez, Patricia	Assistant to the Dean	\$51,450.00	S99057	Administrative Assistant Series
Schloemann, Carolyn	Assistant Director of Financial Assistance	\$47,036.00	S96203	Financial Aid Series
Schweikhart, Rose	Assistant to the Dean	\$45,675.00	S95846	Administrative Assistant Series
Shank, David	Web Portal & Media Developer	\$40,000.00	S93739	Web Specialist Series or Webmaster

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Appendix A

*Principal Administrative Appointments
 Position Descriptions Matching Civil Service Specifications*

Employee Name	Title	Annual Salary	Position Number	Recommended Civil Service Classification
Smith, Shannon	Ticket Manager	\$32,416.00	S98669	Ticket Sales Supervisor or Business/Administrative Associate
Stabler, Brandy	Development Assistant	\$15,225.00	S95885	Development Officer
Stanley, Evan	Student Enrollment Coordinator	\$37,000.00	S96308	Admissions & Records Series
Tangen, Trent	Assistant Director of Recreational Sports - Fitness and Wellness	\$38,000.00	S95770	Intramural & Recreation Coordinator
Taylor, Natalie A.	Assistant to the Dean	\$51,847.00	S95972	Administrative Assistant Series or Business/Administrative Associate
Vail, Rowena	Assistant to the Director, Capital Scholars	\$35,545.00	S99211	Administrative Assistant Series or Administrative Aide
Whelpley, Lisa	Director of Annual Giving	\$60,359.00	S98879	Development Officer
Wood, Blake	Multimedia Writer/Producer	\$34,000.00	S95771	Public Information Series or Publicity-Promotion Specialist

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Appendix B

*"Academic Hourly" Appointments
Position Descriptions Matching Civil Service Specifications*

Employee Name	Title	Hourly Salary	Position Number	Recommended Civil Service Classification
Akkaraju, Devi	Library Technology Assistant	\$12.50	SA0378	Library Series or Technical Extra Help
Antoine, Deborah	Media Specialist	\$25.00	SA0289	Instructional Media Systems Series or Technical Extra Help
Baker, Chelsea	Academic Hourly	\$13.50	SA0204	Library Series or Clerical Extra Help
Barthold, Harold	Research Specialist	\$18.00	SA0139	Digital Imaging Specialist Series or Technical Extra Help
Bass, Alyson	Sign Language Interpreter	\$50.00	S93727	Interpreter for the Deaf and Hard of Hearing Series or Professional Extra Help
Bloemer, Carol	COLRS Administrative Associate	\$20.00	SA0561	Administrative Assistant Series or Administrative Extra Help
Brasier, Dennis	Research Specialist	\$11.00	SA0756	Digital Imaging Specialist Series or Technical Extra Help
Clutter, William	Director of Investigations	\$75.00	SA0819	Assistant Legal Counsel or Administrative Extra Help
Elder, Brittany	Volunteer Services Coordinator	\$12.50	SA0553	Special Events Facilitator or Clerical Extra Help
Fitzgerald, Karen	IHPA Project Interviewer	\$11.50	SA0552	Survey Interviewer Series or Technical Extra Help
Frisch, Nathan	Academic Hourly	\$15.00	S96400	Professional Extra Help
Gazdziak, Robyn	Sign Language Interpreter	\$40.00	S93727	Interpreter for the Deaf and Hard of Hearing Series or Professional Extra Help
Golden, Lawrence	Project Director for the ICJIA Innocence Project Grant	\$75.00	S93679	Grants and Contracts Administrator Series or Professional Extra Help
Hunt, Matt	Counselor	\$30.00	SA0428	Program Services Specialist Series or Professional Extra Help
Jillson, Amanda	Health Education Coordinator	\$18.00	SA0725	Health Education Coordinator or Professional Extra Help
Joseph, Rochelle	Special Collections/Archives Assistant	\$11.00	SA0513	Clerk Series or Clerical Extra Help
Kinsel, Missy	Sign Language Interpreter	\$40.00	S99946	Interpreter for the Deaf and Hard of Hearing Series or Professional Extra Help
Lewis, Nicole	Library Archives Assistant	\$11.00	SA0082	Clerk Series or Clerical Extra Help
Martin, Rebecca	IHPA Project Interviewer	\$11.50	SA0552	Survey Interviewer Series or Technical Extra Help
Moore, Dan	Research Specialist	\$43.00	SA0818	Statistician Series or Technical Extra Help
Myers, Ed	Office of Undergraduate Education Assistant	\$10.00	SA0528	Administrative Aide or Professional Extra Help
Oakley, Burks	Voice Narration Services/Academic Hourly	\$50.00	SA0703	Professional Extra Help
Pate, Cori	Sign Language Interpreter	\$40.00	S93727	Interpreter for the Deaf and Hard of Hearing Series or Professional Extra Help
Patton, Naarah	Academic Hourly	\$11.00	SA0515	Training Assistant or Professional Extra Help
Samoore, Christine	Sign Language Interpreter	\$40.00	S95552	Interpreter for the Deaf and Hard of Hearing Series or Professional Extra Help
Smith, Lindsay	Part-Time Soccer Coach	\$50.00	SA0785	Professional Extra Help
Steiner, Leigh	Academic Hourly	\$125.00	SA0110	Professional Extra Help
Weichert, Nancy	Instructional Services Librarian	\$25.00	S93644	Library Series or Professional Extra Help
Wood, Blake	Multimedia Writer/Producer	\$15.00	SA0241	Public Information Series or Technical Extra Help
Zepp, Amy	Audience Development Assistant	\$11.77	SA0074	Events Administrator Series or Professional Extra Help