

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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May 29, 2014

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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 Urbana-Champaign. The audit period tested was February 1, 2011 through January 31, 2013. 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 Urbana-Champaign 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.

[REDACTED]
Lewis T. (Tom) Morelock
Executive Director

University of Illinois at Urbana-Champaign Final Audit Report



State Universities Civil Service System Compliance Audit

May 29, 2014

Audit Period

February 1, 2011 to January 31, 2013

Prepared by:



Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

University of Illinois at Urbana-Champaign
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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 June 17-21, 2013 and June 24-28, 2013. On December 11, 2013, an informational meeting regarding the initial Draft Audit Report was held at the System Office with Dr. Robert Easter, President; Mr. Walter Knorr, Vice President and Chief Financial Officer; and Ms. Maureen Parks, Designated Employer Representative (DER). A formal exit conference was conducted on March 18, 2014, which provided an opportunity for the Employer to discuss both the Material and Non-Material findings contained in the initial Draft Audit Report. On March 28, 2014, the Employer submitted additional information regarding the Draft Audit Report findings and as a result, a Revised Draft Audit Report was submitted April 23, 2014. Upon completion of the exit conference, Revised Draft Audit Report, 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 in the Operations and Audit Division were directly responsible for conducting various aspects of the audit:

Lucinda Neitzel, Assistant Director
Danielle Routh, Program Coordinator
Jeff Brownfield, Coordinator, Special Assignments
Paula Mitchell, Human Resource Assistant

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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 [®]	2 [®]

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
UIUC FY13-01	5	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications [®]
UIUC FY13-02	13	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications [®]

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**Material Findings, Recommendations, Institutional Corrective Action Plan and
Additional Auditor Comments**

UIUC FY13-01 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 reviews, updated procedures, and ongoing classification plan changes may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have been incorrectly exempted, may have been changed, or may now fall within civil service classification plan parameters, requiring a department to 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 and position analysis
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and exemption 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) of the Act, 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):

The FY2013 Biennial Compliance Audit time frame for the University of Illinois at Urbana-Champaign was February 1, 2011 through January 31, 2013. Based on a payroll snapshot taken on April 8, 2013, the Employer reported two thousand seven-hundred eighty-seven (2,787) **Principal Administrative Appointments, 36e(3) exempt**, actively employed at that time. The Auditor selected a large and targeted position description sample to determine compliance with respect to the overall utilization, management, and designation of positions exempted from Civil Service statutory regulations.

Through a review of approximately three-hundred twenty (320) position descriptions, including on-site interviews with various exempted employees, it was determined that two hundred eighty-nine (289) exempted positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications. Overall, the positions cited in this finding do not appear to contain the scope, duties, or level of authority and responsibility that would typically fall outside the specifications of standard professional or technical Civil Service classifications.

The Auditor completed a departmental review with respect to the two hundred eighty-nine (289) positions cited in **Appendix A**. The departments that account for many of the exempted positions cited are listed below with the number of positions cited therein:

<i>College of Engineering:</i>	<i>31</i>
<i>Campus Information Technology and Educational Services:</i>	<i>29</i>
<i>University Administration:</i>	<i>25</i>
<i>Undergraduate Admissions and Financial Aid:</i>	<i>21</i>
<i>College of Agriculture, Consumer, and Environmental Sciences:</i>	<i>16</i>
<i>Department of Intercollegiate Athletics:</i>	<i>13</i>
<i>Illini Union</i>	<i><u>13</u></i>
	<i>Total: 148 positions cited</i>

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

It appears that the Employer does not have adequate business processes in place to properly analyze positions, manage employment protocols, or designate exemption status in accordance with standardized protocols. In reviewing the position description documents submitted to the Auditor, it appears that, in many instances, positions are exempted through a simple requisition from the department with an electronic approval protocol through both Academic Human Resources and Staff Human Resources. The Auditor did not observe or obtain documentation

to verify the utilization of any sort of comprehensive position analysis process, or tool, in establishing and validating the exemption status of these positions.

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

Of the exempted positions cited in **Appendix A**, it should be noted that the Date of Appointment for two-hundred twenty-five (225) of these positions was within the audit time frame, with one-hundred and ten (110) of these positions/incumbents also being newly employed. The total number of new appointments account for 70% of the positions cited in this finding. Appropriate classification plan management protocols that properly analyze and evaluate position descriptions are essential in validating exemption authorizations compliance with the Act, Code and Procedures in this respect.

Finding from Previous Audits:

During the FY2011 Biennial Compliance Audit, the Auditor reviewed approximately two-hundred (200) exempt position descriptions, including on-site interviews with various exempted employees, and identified one-hundred twenty-two (122) positions that appeared to be performing duties and responsibilities comparable to those found in Civil Service classifications. *[Finding Code UIUC FY11-01, pages 5-10].*

During the FY2009 Biennial Compliance Audit, the Auditor reviewed approximately one-hundred fifty (150) exempted position descriptions, including on-site interviews with various exempted employees, and identified thirty (30) positions that appeared to be performing duties comparable to those found in Civil Service classifications. *[Finding Code UIUC FY09-01, pages 4-6].*

Recommendation:

As a result of the FY2011 Biennial Compliance Audit regarding this topic, the Employer indicated in their Institutional Corrective Action Plan (ICAP) that the campus consistently utilizes the guidelines provided by the Merit Board through the Exemption Procedures Manual. The Employer provided assurances that through their review of these positions, that an increased level of scrutiny has been applied to assure compliance in this respect. Based on the outcomes for the current FY2013 Biennial Compliance Audit, business processes and accountability standards consistent with statutory and procedure references on this topic need to be further evaluated. A more comprehensive job analysis process is recommended.

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 exemption determinations. 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. Additionally, 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 and Section 4.1, Teaching, Research, and Extension Faculty Appointments, approved by the Merit Board in June 2009.

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 standard titles. It should be noted that more than half of the positions cited in this finding can be easily utilized within very flexible position classification structures contained in professional, semi-professional, technical, and managerial occupations within the current Civil Service classification plan. The flexibilities provided within the Custom Classification structures include broad banding scoring variables and credentials assessment (resume review) examination components. Specialized Position Certifications (Specialty Factors) are authorized and approved at the campus Human Resources level, which when defined appropriately for the position to be utilized can actually minimize the time frame for recruitment, selection and employment of the most qualified candidate to assume the duties and responsibilities of that position. These classifications include Accounting Associate, Human Resource Associate, Business/Administrative Associate, Information Technology Support Associate, Information Technology Technical Associate, Information Technology Manager/Administrative Coordinator, and Program/Student Advisor.

In order to properly regulate and manage these appointments, we request that the Human Resource Office immediately evaluate/assess current protocols and establish, if needed, additional accountability standards to routinely review and maintain all exempt position descriptions in accordance with the Exemption Procedures Manual. Additionally, we recommend that the Employer complete an in-depth review of the position descriptions for those positions listed in **Appendix A** to further determine if they meet the specifications of the recommended Civil Service classifications. *Specifically, positions determined to be inappropriately exempted and flagged through the compliance audit process must be reviewed as a matter of standard protocol at the next contract renewal date.* If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service appointment 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. ***Again, please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and must be monitored by the Employer periodically.***

Due to the level of non-compliance related to this topic, the System Auditor will be scheduling a follow-up Supplemental Audit solely with respect to this topic within the next twelve months. This Supplemental Audit will include only a review of all exempt positions authorized and filled (employed) within a six month time frame after the release date of the final audit report, to

include most specifically a review of the position description for every exempt position employed during this time frame and the protocol utilized in reaching the exemption determination. This Supplemental Audit Process should serve to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been reinforced and followed in this respect. The Employer is reminded that upon notification of these significant non-compliance issues, the Merit Board may take any action as deemed necessary to further evaluate and reconcile this issue.

Institutional Corrective Action Plan—provided by Elyne G. Cole, Associate Provost for Human Resources

The University of Illinois at Urbana-Champaign disagrees with the Auditor’s findings. Specifically, we disagree that the positions cited in Appendix A were inappropriately exempted.

The University continues to use the guidelines developed and provided in the Exemption Procedures Manual, which includes the criteria and standards developed in 1998 through a collaborative effort between the public universities and the State Universities Civil Service System. This process developed criteria to support the statutory exemptions and a series of ‘standard titles’ with representative duties to be used by the campuses in exempting principal administrative appointments.

The University utilizes a holistic job analysis process that includes consideration of a number of factors. The factors considered in our job analysis are:

- an evaluation of whether the position meets any of the exemption criteria as defined in the Exemption Procedures Manual
- an assessment of whether the duties fit within the description of typical duties for a standard title, all of which are contained in the Exemption Procedures Manual
- a review of the required qualifications as identified by the hiring unit
- consultation with the hiring unit and an analysis of the operational needs and any additional clarification of the position’s level of scope, authority and responsibility
- an analysis of comparable positions in order to maintain consistency in the classification of the campus workforce
- a review of whether a civil service classification more appropriately fits the position

It cannot be overstated that a primary reason for the delegation of the exemption authority to the campuses was the acknowledgment that the campus HR staff inherently has a more complete understanding of campus needs and operations than an external auditor could gather from a limited interview or paper review. The 289 cited positions were exempted using the holistic approach outlined above.

However, it is apparent that the approaches utilized by the University and the Auditor to determine exemptions are in conflict. In this draft audit report, the Auditor states “it was determined that two hundred-eighty nine (289) exempted positions listed in Appendix A were performing duties matching the specifications for various civil service classifications.” It seems the System Auditor uses a limited approach to the evaluation of exempted positions by limiting their assessment to a single criterion: whether the duties of the position match the duties of a civil service classification. Therefore, in doing so, the evaluation inappropriately denies use of the statutory exemptions, as well as denying the use of the exemption criteria and the standard title designation provisions contained in the Exemption Procedures Manual.

We agree with the System Office that there will be occasions to have overlap in positions specifications within a complex classification structure. As noted in the Procedures Manual, Exemption Overview section:

Within any complex classification plan, there are instances of overlap in position specifications, assigned duties, and responsibilities. ***However, there was never any intent to permit or condone the conversion of traditional civil service positions to exempt status by virtue of the fact that the positions may appear to correspond to the general definitions of positions contained in these exemption categories. If a position description matches the specifications for any civil service classification, the position must be designated as civil service.***

We accept there was never any intent to permit or condone the conversion of traditional civil service positions as noted above. However, we also believe there was never any intent to deny the use of the statutory exemptions from civil service as outlined in Sections 36e3 and 36e4 of the Civil Service Act. Nor was it ever intended to condone the conversion of traditionally exempted positions to civil service positions by virtue of the fact that the exempted positions may appear to correspond to the general definitions of civil service classifications. Therefore, if a traditionally exempted position fits the exemption criteria and fits within an approved standard title definition, the position is appropriately exempted from civil service.

The University of Illinois at Urbana-Champaign appropriately utilizes the PAA exemption process and the use of standard titles. We will, however, review the positions listed in Appendix A.

Additionally, the Auditor has indicated the System Office intends to conduct a Supplemental Audit of exempted positions within six months of the receipt of the Final Audit Report. In looking at the calendar, this supplemental audit would occur in early 2015, the same time the campus HR office is obligated to begin the biennial audit process. We, therefore, request that any follow-up or supplemental audit activities be undertaken as part of the FY 2015 biennial audit process.

Additional Auditor Comments:

The Exemption Procedures Manual, as approved by the Merit Board in June 2009, establishes general criteria to be used in determining and validating exemptions. The criteria set forth in these procedures were carefully developed between the System Office and several employer and employee constituency groups, in order to best preserve the historical intentions of related statutory provisions in the State Universities Civil Service Act (Act), Section 70/36e and the Illinois Administrative Code (Code), Section 250.30(a). As the Employer stated in their administrative response, according to these procedures, ***“if a position description matches the specifications for any Civil Service classification, the position must be designated as Civil Service”***. Therefore, when Civil Service classifications are available, for *any* position within the University System, it is **first** required to be inclusive within the Civil Service classification plan and not an optional election for exemption through the use of standard titles. Only after a position has been validated for exemption, should it then be categorically defined by general title. Accordingly, there are several applicable Civil Service classifications which contain the duties and responsibilities directly associated with the positions outlined in this finding and listed in **Appendix A**.

The Employer indicates in their administrative response the use of a holistic job analysis process which considers a number of factors and has been applied to the exempted positions cited in **Appendix A**. While this may be the case, positions designated as exempt from Civil Service regulatory requirements must also be validated through the biennial audit process as directed in the Exemption Procedures Manual. The Employer is charged with developing and detailing specific methods utilized in exempting positions, e.g., job analysis models, occupational survey instruments, other position analytics, etc. Offering a written explanation outlining a holistic job analysis process does not provide the level of process detail required to properly validate the exemption determinations. A much more detailed and defined job analysis process is indicated here.

According to the Exemption Procedures Manual, by definition, a Principal Administrative Appointment (PAA) “is defined as an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies and who exercises discretion and independent judgment.” Additionally, these appointments “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, which requires the consistent exercise of discretion and judgment.” In this respect, the purpose and intent of applying these definitions are based on requirements in the Act and Code, to include the validation of exemptions through the biennial compliance audit process.

As the System Office has continually emphasized, the cornerstone of proper position control management lies with the proper administration and maintenance of the position description. As a matter of information, the Auditor performs an analysis of the position description document for each position sampled. The following basic standards are applied during this analysis process:

- The first component is the comparison between the position description documents and the classification specifications outlined in the Civil Service class plan. This basic principle is most consistent with the Act and Code in this respect, and includes a review of the position's scope and purpose, as well as an analysis of the duties and responsibilities assigned for the work to be performed, in conjunction with those duties contained within the applicable Civil Service classification specifications.
- A secondary component is an evaluation and measurement of several abstract job variables associated with the exempted position, and referenced through the job duties and responsibilities contained in the position description, such as discretion, autonomy, independent judgment, complexity, etc. These measurements are used to further determine and validate the accuracy of the Employer's initial assessment in exempting a particular position.

It is extremely important to emphasize that the University Civil Service System has historically contained a huge array of professional, semi-professional, technical, and managerial classifications designed to meet the academic support and business operations of our very diverse campus environments. Over time, many of these professional classification structures have been upgraded and now provide a significant amount of flexibility through alternative employment protocols. Likewise, rigid performance standards may be captured and applied throughout these classification structures and the Employer has the capability to include many specific additional duties and responsibilities to each position to meet operational or occupational needs and/or standards. It is also important to note that the classification plan is changing constantly, so what may have been exempt yesterday may not be exempt today, especially with the use of new classification broad-banding concepts. Additionally, to retain or originally designate a position as exempt from Civil Service regulations because it met exemption standards several years ago does not conform with any standard business process regarding the management of a complex, ever-changing personnel system.

Again, due to the level of non-compliance with respect to this topic, the Auditor will be conducting a Supplemental Audit within the next six months. This will include a review of all exemptions, and their corresponding position descriptions, as authorized and employed by the University of Illinois at Urbana-Champaign beginning July 1, 2014 and ending December 31, 2014. This Supplemental Audit will provide an opportunity to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been reinforced and are being followed. Further directions regarding this Supplemental Audit process will be provided.

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UIUC FY13-02 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 reviews, updated procedures, and ongoing classification plan changes may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have been incorrectly exempted, may have been changed, or may now fall within civil service classification plan parameters, requiring a department to 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 and position analysis
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and exemption 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):

The FY2013 Biennial Compliance Audit time frame for the University of Illinois at Urbana-Champaign was February 1, 2011 through January 31, 2013. Based on a payroll snapshot taken on April 9, 2013, the Employer reported a total of five-thousand five-hundred seventy-five (5,575) singularly distinct 'Academic Hourly' appointments utilized and employed during the audit time frame, indicating that one thousand three-hundred eighty-nine (1,389) of these appointments were categorized as ***Principal Administrative Appointments, 36e(3) exempt positions*** and four-thousand one-hundred eighty-six (4,186) categorized as ***Teaching, Research, and Extension Faculty Appointments, 36e(4) exempt*** positions. Compared to the previous FY2011 Biennial Compliance Audit, this is a net increase of one-thousand eight-hundred eighty-seven (1,887) additional appointments.

Through a review of approximately one-hundred (100) 'Academic Hourly' position descriptions, including on-site interviews with various employees, it was determined that seventy-nine (79) positions listed in **Appendix B** were performing duties matching Civil Service classification specifications or otherwise met standardized temporary Civil Service 'Extra Help' guidelines. Additionally, it should be noted that in six (6) instances (U45911/00, UA0485, U60020, U80670, U43009, and U43009) either an email correspondence or applicant offer letter was submitted to the Auditor for review as a "position description".

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

'Academic Hourly' is an employment designation that is not specified within the State Universities Civil Service Act, Code, or System Procedures. According to University protocols, these positions are considered exempt from civil service guidelines with an hourly designation under the Fair Labor Standards Act. Exemption 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 unit. There are very little centralized management protocols and oversight in employment and compensation procedures related to this employment category. In general, position descriptions contained vague job duties and responsibilities and lacked substantive content in describing the position.

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.

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 Audits:

During the FY2011 Biennial Compliance Audit, through a review of approximately one-hundred (100) 'Academic Hourly' position descriptions, including on-site interviews with various exempted employees, it was determined that seventy-two (72) positions were performing duties matching Civil Service classification specifications or otherwise met standardized Civil Service 'Extra Help' guidelines. *[Finding Code UIUC FY11-02, pages 11-14]*.

During the FY2009 compliance audit, through a review of approximately fifty (50) position descriptions, including on-site interviews with various exempted employees, it was determined that thirty-three (33) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code UIUC FY09-02, pages 7-9]*.

Recommendation:

During the previous FY2011 Biennial Compliance Audit, the Designated Employer Representative (DER) indicated in a letter dated December 15, 2011 that new processes in reviewing 'Academic Hourly' positions were being implemented at that time. With these new processes, the Employer would centrally have increased oversight and accountability protocols in place to strictly limit the future utilization of the 'Academic Hourly' employment category. It was indicated that these appointments would be reserved for specific titles directly associated with only the Civil Service 36e(4) exemption category; namely 'Hourly Faculty', 'Hourly Clinical'(faculty), or 'Hourly Research'(faculty). However, based on a payroll snapshot taken on April 8, 2013, the Employer categorized and reported one thousand three-hundred eighty-nine (1,389) 'Academic Hourly' positions under the ***Principal Administrative Appointment, 36e(3)*** exemption designation, which would directly conflict with the Employer's internal policies and procedures, and previous commitment in this respect. Based on payroll information provided by the Employer for the current FY2013 Biennial Compliance Audit, it is apparent that business processes and accountability standards consistent with statutory and procedure references on this topic are not adequate.

The System Office continues to maintain that 'Academic Hourly', whether renamed 'Hourly Faculty', 'Hourly Clinical', or 'Hourly Research', remains somewhat inconsistent with the statutorily recognized exemption classifications. This determination is based on the common premise that the standards for exemption from Civil Service guidelines are much higher than the standards for exemption under the Fair Labor Standards Act (FLSA). Therefore, employees that are paid on an hourly basis, and whose positions are considered non-exempt under the

Fair Labor Standards Act (FLSA), are routinely classified as Civil Service appointments. Consequently, when our office conducts its ongoing audits, any position compensated on an hourly basis will be reviewed in accordance with our statutory and procedural guidelines, irrespective of their internal employment classification or civil service exemption category.

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'.

In order to properly regulate and manage these appointments, we request that the Human Resource Office immediately establish additional protocols to manage these appointments consistent with their communicated intent and in accordance with the Exemption Procedures Manual. 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 meet the specifications of the recommended Extra Help designation or appropriate Civil Service classification. If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service status or 'Extra Help' appointment.

Due to the level of non-compliance related to this topic, the System Auditor will be scheduling a follow-up Supplemental Audit solely with respect to this topic within the next twelve months. This Supplemental Audit will include only a review of all exempt positions authorized and filled (employed) within a six month time frame after the release date of the final audit report, to include most specifically a review of the position description for every exempt position employed during this time frame and the protocol utilized in reaching the exemption determination. This Supplemental Audit Process should serve to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been reinforced and followed in this respect. The Employer is reminded that upon notification of these significant non-compliance issues, the Merit Board may take any action as deemed necessary to further evaluate and reconcile this issue.

Institutional Corrective Action Plan—provided by Elyne Cole, Associate Provost for Human Resources

The University of Illinois at Urbana-Champaign disagrees with the Auditor’s findings. We have a continuing need to employ exempted positions in a temporary manner in order to meet the operational needs of our campus.

We will review the positions cited in Appendix B.

The Auditor has indicated the System Office intends to conduct a Supplemental Audit of exempted positions within six months of the receipt of the Final Audit Report. As indicated in Material Finding #1, this supplemental audit would occur in early 2015, the same time the campus HR office is obligated to begin the biennial audit process. We, therefore, request that any follow-up or supplemental audit activities be undertaken as part of the FY 2015 biennial audit process.

Additional Auditor Comments:

The Auditor continues to have serious concern that this employment designation has been created by the University of Illinois and in most instances used to circumvent Civil Service employment protocols and or Extra Help employment process and procedures. The specific ‘Academic Hourly’ employment designation is simply not within recognized standards or formal guidelines identified within the Act or Code. By virtue of exempting these positions from Civil Service regulations, the Employer’s assertion is that these positions require a high level of expertise or professional knowledge that is outside of the scope of the required Civil Service designation. However, by definition these positions/incumbents are employed on an hourly basis, with no benefit package, no expectation of continued appointment and no continuity of services provided. The fact that these positions do not meet the FLSA-exemption standards, and are paid hourly, most likely indicates that they also do not meet the Civil Service exemption standard and should be considered Civil Service or otherwise designated as Extra Help.

As previously mentioned in this finding, the Auditor was assured that the Employer would have increased oversight and accountability standards to strictly limit the utilization of the ‘Academic Hourly’ designation. In a letter dated December 15, 2011 from the Designated Employer Representative (DER) for the University of Illinois, Ms. Maureen Parks reinforced this limitation by reserving the ‘Academic Hourly’ designation for specific titles directly associated with the Civil Service 36e(4) exemption category; namely ‘Hourly Faculty’, ‘Hourly Clinical’, or ‘Hourly Research’. Again, it should be noted that none of the positions cited in **Appendix B** meet 36e(4) exemption criteria.

Again, due to the level of non-compliance with respect to this topic, the Auditor will be conducting a Supplemental Audit within the next six months. This will include a review of all exempted ‘Academic Hourly’ appointments, and their corresponding position descriptions, as

authorized and employed by the University of Illinois at Urbana-Champaign beginning July 1, 2014 and ending December 31, 2014. This Supplemental Audit will provide an opportunity to verify that proper business processes and accountability standards, consistent with statutory and procedural guidelines, have been reinforced and are being followed. Further directions regarding this Supplemental Audit process will be provided.

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

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	PROJECT MANAGER SPEC	2/4/2008	6/25/2012	UA5608/00	\$38,380.00	Program Assistant
	ASST DIR	7/9/2007	5/23/2011	U82883/00	\$44,397.50	Program Coordinator Series
	MANAGING EDITOR & COMM SPEC	7/1/2010	11/5/2012	UA6429/00	\$37,000.00	Editorial Series or Publications Series
	BUS & FIN COORD	5/16/2004	11/25/2012	U65822/00	\$65,000.00	Accountant Series
	TECHNOL INTEGRAT SPEC	8/16/2009	5/16/2012	U07767/00	\$40,400.00	Instructional Media Systems Technician
	GRANTS & CONTRACTS SPEC	6/4/2012	6/4/2012	UA1037/00	\$42,500.00	Grants and Contracts Administrator Series
	HR SPECIALIST	8/1/2007	9/16/2010	U82180/00	\$47,508.75	Human Resource Series or Human Resource Associate
	SYST ADMNR	1/17/2007	2/16/2012	U12349/00	\$55,743.00	Information Technology Technical Associate
	SR RES PROGRAMMER	9/25/2000	2/17/2010	U10149/00	\$54,001.61	Information Technology Technical Associate
	IT FIELD CONSULTANT	8/5/2011	8/5/2011	U81673/00	\$48,513.00	Information Technology Support Associate
	SR BUS & FIN COORD	1/4/2006	4/16/2012	UA5202/00	\$70,500.00	Assistant Chief Accountant
	INFO TECHNOLOGY SPEC	3/29/2011	3/29/2011	U03356/00	\$64,000.00	Information Technology Technical Associate
	INFO SYSTEMS DESIGNER	4/1/2007	8/1/2012	UA5934/00	\$60,000.00	Information Technology Technical Associate
	PROGRAM ADVISOR	11/26/2012	11/26/2012	U71137/00	\$37,000.00	Assistant Director of University Student Center
	COMMUNICATIONS COORD	2/22/2010	9/27/2010	U54236/00	\$40,508.00	Program/Student Advisor
	COORDINATOR	9/16/2011	9/16/2011	UA4238/00	\$38,110.00	Assistant Program Director
	WEB APPS DEVLN SPEC	1/17/2008	11/16/2011	U60883/00	\$45,320.00	Information Technology Technical Associate
	COORD CONTRACT & ASSIGNMENTS	6/14/2006	5/16/2011	U68724/00	\$45,100.04	Housing Administration Series
	IT ACCESS SPEC	8/24/2005	11/26/2007	U11041/00	\$38,802.00	Instructional Development Specialist
	PROG SPEC, IISG	11/16/2004	6/16/2012	U63615/01	\$26,360.20	Publicity-Promotion Specialist or Staff Clerk
	MENU MGMNT DIETITIAN	5/2/2012	5/2/2012	UA5229/00	\$43,000.00	Dietitian Nutritionist
	ENTERPRISE SYST SPEC	2/18/2008	2/27/2012	U44477/00	\$55,000.00	Information Technology Manager/Administrative Coordinator
	SENIOR IT SPEC	8/21/2000	8/23/2010	UA2095/00	\$55,000.00	Information Technology Technical Associate
	EVENTS COORD - PREM SEAT	1/15/2006	7/28/2010	UA1977/00	\$31,980.00	Events Administrator Series
	RESOURCE & POLICY ANLYS	12/13/2010	12/13/2010	UA2686/00	\$47,500.00	Business/Administrative Associate
	ASST DIR ALUMNI REL & DEVLN	12/10/2012	12/10/2012	UA6535/00	\$48,000.00	Assistant Director of Alumni Relations
	ASST DIR	9/16/2008	6/9/2010	U46827/00	\$41,200.00	Program/Student Advisor
	YST LAB COORD	8/16/2011	8/16/2011	UA4059/00	\$35,875.00	Administrative Clerk
	IT SECURITY ENGINEER	7/16/2011	7/16/2011	U86776/00	\$62,400.00	Information Technology Manager/Administrative Coordinator
	MEDIA COMM SPEC GRAPHIC DESIGN	4/30/2012	4/30/2012	U71066/00	\$32,000.00	Graphic Designer Series
	GRANT DEV PROJ MANAGER	2/15/2005	10/22/2012	U09935/00	\$48,500.00	Grants and Contracts Administrator Series
	BUS & FIN SPEC	3/5/2012	3/5/2012	UA5094/00	\$43,500.00	Accountant Series, Business/Administrative Associate or Accounting Associate
	MEDIA SPEC	5/31/2011	11/1/2011	U60967/00	\$42,535.00	Publicity-Promotion Specialist
	ADMIN AND RECORDS COORD	8/16/2012	8/16/2012	U90607/00	\$28,000.00	Program/Student Advisor or Admissions and Records Series
	MGMT METHODS ANALYST	7/11/2011	7/11/2011	U90933/00	\$51,250.00	Information Technology Technical Associate

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Position Descriptions Matching Civil Service Classification Specifications**

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	REPORTING SPEC	10/8/2012	10/8/2012	U77221/00	\$55,000.00	Information Technology Technical Associate
	ASST DIR OUTR & PUB ENGAGMT	6/20/2010	12/16/2011	U57601/00	\$38,950.00	Program Coordinator Series
	UNIX SYSTEMS ADMINISTRATOR	4/16/2012	4/16/2012	U60164/00	\$62,000.00	Information Technology Technical Associate
	ASSOC DIR OF DEVL P	1/6/2010	1/6/2010	U29829/00	\$40,000.00	Development Officer
	COORDINATOR FINANCIAL OPS	10/10/2002	1/4/2010	U60170/00	\$63,654.00	Grants and Contracts Development Specialist
	WEB DEVL P SPEC	6/25/2012	6/25/2012	UA5550/00	\$50,000.00	Information Technology Technical Associate
	ASST TO THE DIR	1/15/1995	8/16/2011	U44695/00	\$46,800.00	Administrative Aide
	COORD OF RES PRGM	6/13/2011	6/13/2011	U79181/00	\$38,075.00	Office Support Series or Administrative Aide
	PROGRAM ADVISOR	10/25/2010	10/25/2010	U95694/00	\$38,872.20	Assistant Program Director
	CREATIVE SPECIALIST	8/29/2004	9/2/2010	U62139/00	\$37,500.00	Television Director--Producer
	SR APPLICATION SPEC	6/17/2002	7/21/2008	U98102/00	\$41,754.40	Information Technology Manager/Administrative Coordinator
	ASST DIR OF GROUP SALES & MRKT	5/29/2012	5/29/2012	UA5434/00	\$35,000.00	Ticket Sales Series
	SR SYST ENGR	5/29/2007	9/29/2010	U87055/00	\$75,000.00	Information Technology Manager/Administrative Coordinator
	HR AND ADMIN SERVICES COORD	8/6/2012	10/29/2012	UA2776/00	\$47,000.00	Human Resource Series or Human Resource Associate
	VST RES PRGRMR	1/22/2007	7/1/2011	U23124/00	\$49,913.88	Information Technology Technical Associate
	ADMISSIONS COUNSELOR	6/21/2008	7/16/2012	U52026/00	\$30,000.00	Program/Student Advisor or Admissions and Records Series
	STONT FIN AID ADMN	11/6/2012	11/6/2012	U79116/00	\$34,000.00	Financial Aid Adviser Series
	MULTIMEDIA DESIGN SPEC	5/17/2010	11/1/2011	UA4661/00	\$41,000.00	Scientific Photographer Series or Senior Photographer
	ASST DIR	12/3/2012	12/3/2012	U06028/00	\$45,000.00	Program/Student Advisor
	SERVER AND NETWORK ADMNR	10/22/2007	7/1/2010	U50000/00	\$51,500.00	Information Technology Technical Associate
	U SELECT TECH COORD	5/28/2012	5/28/2012	U22168/00	\$54,810.00	Information Technology Technical Associate
	SYST INTEGRATION SPEC	8/16/2005	11/16/2011	U75213/00	\$76,875.00	Information Technology Manager/Administrative Coordinator
	SPEC IN EDUC	11/15/2000	12/16/2003	U73542/01	\$47,398.00	Multimedia Technology Communications Series
	TECH COMM SPEC	10/1/1996	4/9/2012	U65455/00	\$48,000.00	Coordinator of Public Information
	GRANTS & CONTRACT SPEC	4/21/2003	11/16/2012	U65639/00	\$42,000.00	Grants and Contracts Administrator Series
	RESOURCE & POLICY ANALYST	8/22/2012	8/22/2012	U80554/00	\$44,000.00	Grants and Contracts Administrator Series
	SR COORD OF INTL PROJ	6/16/2008	3/6/2012	U71493/00	\$43,050.00	Program/Student Advisor
	VST HR SYS SPEC	2/27/2012	2/27/2012	U79826/00	\$45,000.00	Information Technology Technical Associate
	SR EDITOR	8/22/2010	10/16/2011	UA4613/00	\$41,513.00	Publications Series
	VST PRGM COORD	6/30/2010	8/16/2010	U85631/00	\$32,622.68	Program Coordinator Series
	PROG MANAGER	11/1/2007	10/10/2011	UA4457/00	\$51,250.00	Business/Administrative Associate, Business Management Series or Human Resource Associate
	ASST TO THE DIR	7/8/1996	6/16/2012	U95667/00	\$51,900.00	Program Coordinator Series
	STONT FIN AID ADMIN	4/2/2012	4/2/2012	UA5183/00	\$35,000.00	Financial Aid Adviser Series
	OUTREACH COORD	6/20/2011	6/20/2011	U77034/00	\$41,000.00	Program/Student Advisor
	ASST DIR FOR EVENTS/FAC	3/7/2012	3/7/2012	U64918/00	\$46,000.00	Intramural and Recreation Coordinator

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Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	SOFTWARE DEVLPR	3/28/2011	3/28/2011	U82594/00	\$51,250.00	Information Technology Technical Associate
	CLASSRM AND CONF MEDIA LIASON	11/8/2012	11/8/2012	U80661/00	\$52,000.00	Instructional Development Specialist
	ASST EDITOR	6/1/2011	6/1/2011	UA3307/00	\$31,481.28	Editorial Series or Publications Series
	SR APPLICATION SPEC	8/3/1998	1/16/2011	U05388/00	\$65,128.96	Information Technology Manager/Administrative Coordinator
	MANAGEMENT METHODS ANALYST	5/29/2012	5/29/2012	U80747/00	\$52,520.00	Information Technology Technical Associate
	RESEARCH PROGRAMMER	1/30/2012	1/30/2012	U10135/00	\$43,050.00	Information Technology Technical Associate
	SPEC FOR INTL PROJ	1/30/2012	1/30/2012	U97764/00	\$38,950.00	Study Abroad Assistant Director/International Programs Specialist
	ASST DIR FOR OPER	7/25/2011	7/25/2011	U69744/00	\$53,430.00	Assistant Director of University Student Center
	EXTERNAL REL COORD	3/16/2012	3/16/2012	U65426/00	\$47,500.00	Coordinator of Public Information
	VST MANAGING EDITOR	6/27/2005	1/16/2010	U85234/00	\$32,839.45	Editorial Series or Publications Series
	STDNT FIN AID ADMN	10/13/2011	10/13/2011	U72918/00	\$36,000.00	Financial Aid Adviser Series
	VST HELP DESK COORD	8/29/2011	4/16/2012	U97191/00	\$54,000.00	Information Technology Technical Associate
	COORD GRANTS CONTRACTS	9/1/2005	11/16/2011	UA4699/00	\$51,750.00	Grants and Contracts Administrator Series
	SS FUNDS BUS ANLYS	5/8/2006	8/1/2012	U95439/00	\$52,000.00	Business/Administrative Associate
	VST AIR QUALITY SPEC	5/16/2011	5/16/2011	UA3261/00	\$51,500.00	Safety Officer Series
	PROGRAM COORD	7/19/2010	2/16/2012	U67829/00	\$41,000.00	Program Coordinator Series
	SR RES & POL ANALYST	2/8/1998	7/23/2012	U87582/00	\$62,000.00	Grants and Contracts Administrator Series
	EXT INFO TECHNOL ANLYS	10/29/2012	10/29/2012	U60997/00	\$55,000.00	Information Technology Technical Associate
	GRANTS & CONTR SPEC	8/16/2009	1/16/2012	U55114/00	\$51,750.00	Budget Analyst Series
	SR APP SUP COORD	9/9/1998	8/27/2012	UA6029/00	\$66,000.00	Information Technology Manager/Administrative Coordinator
	SPEC NET ADMIN	12/16/2011	12/16/2011	U95246/00	\$53,812.50	Information Technology Technical Associate
	MEDIA COMMUNICATIONS SPEC	9/4/2012	9/4/2012	U73322/00	\$33,000.00	Publicity-Promotion Specialist or Sports Information Director Series
	PROGRAM ADVISOR OVP	8/11/2010	8/11/2010	U79374/00	\$38,419.32	Program/Student Advisor
	ASST DIR MEMBER SERVS	5/16/2012	5/16/2012	U50525/00	\$46,000.00	Intramural and Recreation Coordinator
	UNDERGRAD PRGM SPEC	1/4/2010	2/16/2011	U64825/00	\$44,982.00	Program/Student Advisor
	USER SERV SPEC	5/24/2004	6/14/2012	U93221/00	\$50,000.00	Information Technology Support Associate
	SENIOR ADMISSIONS COUNSELOR	2/12/2008	6/1/2009	U54213/00	\$36,064.58	Program/Student Advisor or Admissions and Records Series
	ADM COUNSELOR	11/26/2012	11/26/2012	U82476/00	\$30,000.00	Program/Student Advisor or Admissions and Records Series
	SERVER & NETWORK ADMIN	3/12/2012	3/12/2012	UA5111/00	\$51,000.00	Information Technology Technical Associate
	GRAD ADMISSIONS COORD	1/29/2007	1/5/2010	U91247/00	\$49,220.00	Graduate School Specialist
	INTL DATA MANAGEMENT SPEC	10/31/2010	6/4/2012	U71756/00	\$40,000.00	Office Support Series or Administrative Aide
	IT SPEC PROJ MGR	5/16/2006	1/16/2008	U22369/00	\$67,140.00	Information Technology Manager/Administrative Coordinator
	VST USER SERVICES SPEC	9/9/2008	9/24/2012	U05494/00	\$46,400.00	Information Technology Support Associate
	COORD E/W PROG SERV & FACILITS	2/7/2011	8/20/2012	UA2533/00	\$33,500.00	Assistant Director of University Student Center
	IT SPEC	6/11/2007	7/5/2011	UA3625/00	\$55,699.00	Information Technology Technical Associate

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Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	SR RES & POL ANALYST	9/7/2004	7/23/2012	U71012/00	\$62,000.00	Grants and Contracts Administrator Series
	INFORMATION DESIGN SPEC	5/25/2010	7/16/2011	U05058/00	\$53,508.00	Information Technology Technical Associate
	SR EXT INFO TECHNOL ANLYS	11/8/1999	8/16/2012	U92119/00	\$66,500.00	Information Technology Technical Associate
	VST DIG LIB RSRCH PRGMR	3/21/2011	3/21/2011	U77437/00	\$49,440.00	Information Technology Technical Associate
	LABOR REL SPEC	10/20/2010	11/16/2012	U61444/00	\$50,000.00	Labor Relations Series
	TECH ANALYST, (CCSG)-ACE	12/17/2012	12/17/2012	U85054/00	\$46,000.00	Information Technology Technical Associate
	COMPLEX COORD UNIV APTS	7/7/2008	1/16/2012	U63200/00	\$36,900.00	Housing Administration Series
	ASST TO THE DEAN	11/5/2007	6/1/2010	U39479/00	\$59,400.00	Administrative Assistant, Business/Administrative Associate or Human Resource Associate
	TV PRODUCER/DIRECTOR	6/16/2008	10/16/2011	U30042/00	\$47,150.00	Television Director--Producer
	NETWORK ANALYST	8/20/2012	8/20/2012	U70966/00	\$50,000.00	Information Technology Technical Associate
	BUSINESS ANALYST	12/3/2012	12/3/2012	U97835/00	\$55,000.00	Business/Administrative Associate
	NETWORK ADMIN. SPECIALIST	11/17/2008	11/17/2008	U92852/00	\$59,391.78	Information Technology Technical Associate
	ASSOC WEB DESIGNER	7/11/2011	12/10/2012	UA6618/00	\$39,000.00	Information Technology Support Associate
	UNIX SYSTEMS ADMINISTRATOR	4/16/2012	4/16/2012	U77811/00	\$65,000.00	Information Technology Technical Associate
	ASST DIR OF DEVELOPMENT	6/18/2012	6/18/2012	U21499/00	\$50,000.00	Development Officer
	SYST INTEGRATION SPEC	11/18/2002	11/16/2011	U40087/00	\$76,875.00	Information Technology Manager/Administrative Coordinator
	VST LIBRARIAN	6/1/2011	1/16/2012	UA1177/00	\$41,000.00	Library Series
	OPERATIONS SPEC	6/1/2004	5/16/2006	U51330/00	\$35,835.00	Administrative Clerk
	COORD GOVT COSTING	8/6/2012	8/6/2012	U00251/00	\$56,000.00	Budget Analyst Series
	IT FIELD CONSULTANT	10/8/2012	10/8/2012	U59641/00	\$47,100.00	Information Technology Support Associate
	APPLICATIONS DEVL P SPEC	8/8/2008	8/27/2012	U00656/00	\$58,000.00	Information Technology Technical Associate
	COORD HR ADMIN	2/16/2011	6/29/2011	U22203/00	\$48,000.00	Human Resource Series or Human Resource Associate
	FINANCE COORD	6/8/2009	9/16/2012	U72592/00	\$55,000.00	Accountant Series or Accounting Associate
	ASST DIR OF HR	5/16/2004	9/24/2012	U92133/00	\$65,000.00	Human Resource Series or Human Resource Associate
	TCH TECHNOL SPEC	8/22/2010	10/16/2012	UA6382/00	\$38,000.00	Information Technology Support Associate
	VST LEARNING TECH SPEC	5/16/2005	7/16/2009	U89049/00	\$31,672.50	Instructional Development Specialist
	NETWORK ANLYS	9/26/2011	9/26/2011	U41046/00	\$41,000.00	Information Technology Support Associate
	PROJ WEBSITE COORD	8/15/2012	8/15/2012	U98391/00	\$63,000.00	Information Technology Technical Associate
	RES SPEC IN AG	1/31/2005	1/31/2005	U66394/00	\$53,740.00	Senior Agricultural Research Technician
	EXT INFO TECHNOL ANLYS	12/16/2005	8/16/2012	U80692/00	\$62,000.00	Information Technology Technical Associate
	RES & POLICY ANALYST	1/4/1988	5/9/2011	U66382/00	\$55,880.00	Human Resource Series or Human Resource Associate
	VST PROJECT COORD	1/25/2011	11/16/2012	UA6533/00	\$37,000.00	Special Events Facilitator
	TECHNOLOGY ANALYST CCSG	10/2/2007	6/1/2011	UA3367/00	\$48,150.00	Information Technology Technical Associate
	VST LABOR & EMPL SPEC	7/16/2010	10/10/2011	UA4589/00	\$53,300.00	Human Resource Series or Human Resource Associate
	ASSOC DIR DEVL P	6/13/2005	4/1/2012	UA5218/00	\$56,000.00	Development Officer

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Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	IT SERVICES COORD	9/19/2005	3/2/2009	U62398/00	\$47,040.00	Information Technology Technical Associate
	ACADEMIC RECORDS OFFICER	8/30/1999	7/16/2012	UA5696/00	\$45,000.00	Admissions and Records Series
	AUDIO-VISUAL PLANNING SPEC	1/6/1998	8/27/2012	U05519/00	\$57,000.00	Media Technical Services Manager
	EVENTS COORD	8/16/2007	2/1/2012	U72292/00	\$35,613.00	Events Administrator Series or Special Events Facilitator
	SR COORD	7/11/2011	7/11/2011	UA3665/00	\$42,845.00	Program/Student Advisor or Admissions and Records Series
	IT SPEC	4/4/2011	7/30/2012	UA5729/00	\$49,000.00	Information Technology Support Associate
	ASST EDITOR	8/29/2004	12/1/2011	UA4766/00	\$39,140.00	Publications Series
	ASST DIR MFSE	9/24/2012	9/24/2012	UA2690/00	\$44,000.00	Program/Student Advisor
	MANAGING SCIENTIFIC EDITOR	6/24/2010	10/26/2012	U53519/00	\$55,000.00	Publications Manager
	VST NETWORK ANALYST	3/19/2012	3/19/2012	U88247/00	\$56,375.00	Information Technology Technical Associate
	SR ADMISSIONS COUNSELOR	12/13/2010	12/13/2010	U79037/00	\$43,708.05	Program/Student Advisor
	PROGRAM MANAGER	8/1/2011	8/1/2011	U06415/00	\$37,925.00	Program/Student Advisor
	SENIOR IT FIELD CONSULTANT	7/9/2012	7/9/2012	U05502/00	\$55,000.00	Information Technology Technical Associate
	HR SPEC	8/16/2004	1/3/2011	UA2766/00	\$52,550.00	Human Resource Series or Human Resource Associate
	ASST DIR	7/16/2004	2/14/2012	U98107/01	\$47,663.00	Program/Student Advisor
	SR WEB APP DEVLPR	1/28/2008	6/16/2011	UA3450/00	\$55,668.00	Information Technology Technical Associate
	PARENT PROGRAMS MANAGER	3/1/2000	6/16/2012	U93664/00	\$44,000.00	Assistant Program Director
	FIN SPEC	4/2/2012	4/2/2012	U65635/00	\$49,000.00	Accountant Series or Accounting Associate
	WEB APP DEVLPR	3/21/2001	11/29/2010	UA2684/00	\$62,624.00	Information Technology Technical Associate
	ASST DIR FOR CLIENT SERV	9/12/2007	2/16/2008	U00192/00	\$41,034.87	Special Events Facilitator
	ACES TECHNOL ANLYS	4/21/2009	12/21/2011	UA4908/00	\$46,125.00	Information Technology Technical Associate
	STDNT FIN AID ADMN	8/16/2010	8/16/2012	UA6550/00	\$36,000.00	Financial Aid Adviser Series
	SPEC ASST TO SECTY	1/19/1999	12/16/2003	U82536/00	\$63,345.00	Administrative Assistant or Business/Administrative Associate
	NETWORK AND SERVICES ADMIN	3/7/2011	11/16/2012	U59824/00	\$50,000.00	Information Technology Technical Associate
	WEB DEVELOPMENT SPECIALIST	9/16/2010	9/16/2010	U09825/00	\$49,620.25	Information Technology Technical Associate
	IT FIELD CONSULTANT	12/10/2012	12/10/2012	U59653/00	\$47,900.00	Information Technology Support Associate
	DATA SECRTY SPEC	10/19/1997	6/16/2012	U78119/00	\$46,125.00	Information Technology Technical Associate
	ASST DIR	2/6/2012	2/6/2012	U98410/00	\$41,513.00	Program/Student Advisor
	TECH SERV PROJ COORD	8/16/2009	2/6/2012	UA0556/00	\$53,663.00	Library Series
	ASST TO DIR	6/16/2004	7/16/2006	U07768/00	\$65,897.50	Business/Administrative Associate or Administrative Assistant
	WEB/NEW MEDIA DESIGNER	12/3/2012	12/3/2012	U69356/00	\$47,000.00	Information Technology Technical Associate
	VST PROGRAM COORD	6/28/2009	10/24/2011	U76970/00	\$38,950.00	Special Events Facilitator
	MGR OF RES ADMN	1/1/2007	7/9/2012	UA5521/00	\$60,000.00	Grants and Contracts Administrator Series or Business/Administrative Associate
	WEB INFO SPEC	5/6/2011	9/16/2012	U75374/00	\$40,500.00	Information Technology Technical Associate
	SR IT PROCUREMENT ANALYST	5/1/2000	8/16/2012	U05385/00	\$66,000.00	Business/Administrative Associate or Purchasing Officer IV

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Position Descriptions Matching Civil Service Classification Specifications**

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	HR SPEC	10/27/2008	5/16/2011	U91290/00	\$44,000.00	Human Resource Series or Human Resource Associate
	HUMAN RES SPEC	7/31/1997	5/20/2008	U61007/00	\$50,856.63	Human Resource Series or Human Resource Associate
	SENIOR PROJECT SPECIALIST	10/24/2005	12/1/2012	U83802/00	\$58,123.00	Accreditation and Regulatory Specialist
	COMMUNICATIONS COORD	7/5/2011	7/5/2011	U75931/00	\$33,825.00	Coordinator of Public Information
	ELEARNING SPECIALIST	8/16/2002	11/16/2011	U83901/00	\$51,265.00	Instructional Development Specialist
	MANAGEMENT METHODS ANALYST	12/5/2011	12/5/2011	U55866/00	\$51,250.00	Information Technology Technical Associate
	SYST ENGR	2/20/2012	1/2/2013	U80143/00	\$53,000.00	Information Technology Technical Associate
	STDTN FIN AID ADMN	6/25/2012	6/25/2012	U95133/00	\$35,000.00	Financial Aid Adviser Series
	ON-AIR PROMOTIONS PRODUCER	8/19/2006	2/13/2012	U42632/00	\$38,950.00	Television Director--Producer
	ASSOCIATE NETWORK ENGINEER	9/10/2012	9/10/2012	U59791/00	\$56,000.00	Information Technology Technical Associate
	ASST PROJ COORD, MRP	9/19/2010	3/16/2012	U88710/00	\$47,388.00	Motorcycle Safety Specialist
	PRODUCER	1/7/2013	1/7/2013	U98959/00	\$35,000.00	Broadcast News Specialist
	VST DIG MEDIA SPEC	8/21/2000	5/23/2011	U92903/00	\$46,453.00	Information Technology Technical Associate
	STDTN FIN AID ADMIN	12/19/2011	2/16/2012	U74016/00	\$36,000.00	Financial Aid Adviser Series
	IT SECURITY ANALYST	4/2/2012	4/2/2012	U05498/00	\$52,000.00	Information Technology Technical Associate
	EVENT SERVICES MANAGER	12/8/2009	12/8/2009	UA11111/00	\$46,906.20	Assistant Director of University Student Center
	SYST ENGR	4/8/2005	11/16/2011	U71894/00	\$68,675.00	Information Technology Manager/Administrative Coordinator
	SPONSORED RES BUS ANLYS	1/24/2006	9/1/2011	U08844/00	\$49,200.00	Grants and Contracts Administrator Series or Business/Administrative Associate
	SENIOR APPLICATION SPEC	6/21/2010	5/23/2011	U05472/00	\$62,320.00	Information Technology Manager/Administrative Coordinator
	SR ADMISSIONS PROC SPEC	6/18/2010	10/27/2010	U40066/00	\$34,325.00	Admissions and Records Series
	MEDIA COMM SPECIALIST	3/14/2011	9/4/2012	U87049/00	\$44,000.00	Public Information Series or Publications Series
	HR COORD	5/14/2001	5/16/2011	UA3214/00	\$63,345.00	Human Resource Series or Human Resource Associate
	RSRSC PRFNL	10/22/2001	8/16/2012	U35010/00	\$34,979.36	Child Care Resource Specialist
	ASST TO THE HEAD	10/29/2007	4/4/2012	UA5169/00	\$51,000.00	Administrative Assistant or Business/Administrative Associate
	MKTG SPEC	11/28/2011	11/28/2011	UA4738/00	\$40,900.00	Program/Student Advisor
	COORD, FINANCIAL REPORTING	6/1/2004	4/25/2011	U60017/00	\$58,066.25	Business/Administrative Associate or Budget Analyst Series
	INFO SPEC	12/20/2010	12/20/2010	U84870/00	\$51,959.00	Information Technology Technical Associate
	GRAPHIC DESIGN/PUBLIC RELATION	12/27/2006	7/1/2008	U53468/00	\$46,998.08	Graphic Design Series
	PRGM COORD	1/19/2010	7/16/2011	U64876/00	\$56,925.00	Program Director
	SR SYST ENGR	5/1/2006	7/16/2012	U91388/00	\$70,000.00	Information Technology Technical Associate
	RES PRGRMR	11/19/2012	11/19/2012	UA4476/00	\$45,000.00	Information Technology Technical Associate
	SR DATA SEC SPEC	10/11/2004	2/16/2009	U92562/00	\$50,740.00	Information Technology Technical Associate
	IT SPEC	1/4/2010	1/31/2011	UA2904/00	\$47,975.00	Information Technology Technical Associate
	FIN ANLYS	2/25/2008	12/12/2011	U22073/00	\$49,200.00	Business/Administrative Associate or Budget Analyst Series
	NETWORK SERVICES ENGINEER	4/16/2011	4/16/2011	U86720/00	\$53,300.00	Information Technology Technical Associate

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Position Descriptions Matching Civil Service Classification Specifications**

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	VST SOFTWARE DEVELOPER	5/24/2006	1/23/2012	U01174/00	\$58,425.00	Information Technology Technical Associate
	PROGRAM ADVISOR	5/3/2010	5/3/2010	U60811/00	\$39,155.25	Assistant to the Director of University Student Center
	ADMISSIONS COUNSELOR	7/16/2012	7/16/2012	UA0092/00	\$30,000.00	Program/Student Advisor or Admissions and Records Series
	ASST DIR	6/16/2012	6/16/2012	U92484/00	\$38,000.00	Program Coordinator Series
	MEDIA COMNC SPEC	8/9/2010	8/9/2010	U91831/00	\$49,911.23	Graphic Designer Series
	COORD ALM & STDNT REL	6/16/2011	6/16/2011	U08956/00	\$44,940.00	Assistant Director of Alumni Relations
	ON-AIR HOST/CONTENT SPEC	10/15/2009	6/16/2010	U91178/00	\$34,500.00	Broadcast News Specialist
	HUMAN RESOURCE SPEC	1/12/2001	8/10/2011	U42052/00	\$44,480.00	Human Resource Series or Human Resource Associate
	IT SPECIALIST	1/16/2012	1/16/2012	U69915/00	\$44,100.00	Information Technology Technical Associate
	VST ASST EDITOR	2/1/2006	8/16/2009	UA0716/00	\$31,672.50	Editorial Series or Publications Series
	SYSTEMS COORD SPEC	5/24/2006	7/30/2012	U54218/00	\$58,000.00	Information Technology Manager/Administrative Coordinator
	ENTERPRISE SYST SPEC	7/9/2012	7/9/2012	U72226/00	\$67,500.00	Information Technology Manager/Administrative Coordinator
	COORD OF MEDIA COMMUNICATIONS	10/5/2008	2/21/2011	U79146/00	\$41,000.00	Graphic Designer Series or Publications Series
	EQUIPMENT MGR	8/7/1995	6/29/2010	U89680/00	\$57,310.00	Sports Equipment Supervisor
	TECHNICAL INFO SPEC	1/8/1996	1/5/2009	U73799/00	\$42,025.00	Information Technology Technical Associate
	HR COORD	9/20/2010	9/20/2010	UA2252/00	\$56,208.48	Labor Relations Series
	SR IT FIELD CONSULTANT	3/30/2011	3/30/2011	U59689/00	\$60,475.00	Information Technology Technical Associate
	SR NETWORK SERVICE ENGINEER	8/16/2003	2/15/2010	U81702/00	\$66,625.00	Information Technology Technical Associate
	TECHNOL MGR	8/16/2006	10/16/2011	U01184/00	\$73,830.00	Information Technology Manager/Administrative Coordinator
	GRANTS & CONTRACTS SPEC	3/24/2008	10/16/2011	UA2572/00	\$51,408.00	Grants and Contracts Administrator Series
	VISUALIZATION LABORATORY MGR	2/16/2011	2/16/2011	U65756/00	\$56,375.00	Information Technology Technical Associate
	MKTG COORD	10/10/2005	8/27/2012	U93644/00	\$60,000.00	Public Information Series
	ASST DIR OF HR	1/7/1999	12/17/2012	UA6589/00	\$65,000.00	Human Resource Series or Human Resource Associate
	ASST DIR	7/16/2012	7/16/2012	U44521/00	\$36,000.00	Program Assistant
	ASSOCIATE NETWORK ENGINEER	9/9/2001	8/27/2012	U05416/00	\$56,000.00	Information Technology Technical Associate
	STDNT FIN AID ADMN	11/6/2012	11/6/2012	U80981/00	\$34,000.00	Financial Aid Adviser Series
	ENROLLMENT MGMT ASST DIR	9/1/2006	8/16/2011	UA4058/00	\$38,950.00	Program/Student Advisor or Admissions and Records Series
	OPERATIONS SPEC	6/14/2011	9/16/2012	UA6151/00	\$32,000.00	Human Resource Series or Human Resource Associate
	INFO TECH SPEC	8/16/2012	8/16/2012	U79711/00	\$70,000.00	Information Technology Manager/Administrative Coordinator
	VST INSTRUCT TECH SPEC	8/16/2008	10/16/2010	UA0514/00	\$32,728.25	Instructional Development Specialist
	ASST DIR	9/19/2011	9/19/2011	UA4350/00	\$37,030.00	Program/Student Advisor
	ASSOC STORAGE MGMT ADMNR	8/15/2011	8/15/2011	UA3830/00	\$43,050.00	Information Technology Technical Associate
	SPONSORED RES BUS ANLYS	1/25/2010	1/25/2010	U05833/00	\$49,495.00	Grants and Contracts Administrator Series or Business/Administrative Associate
	HELP DESK MGR	1/20/2004	5/29/2012	UA5407/00	\$55,000.00	Information Technology Manager/Administrative Coordinator
	SR APPLICATION SPEC	8/2/2004	1/16/2011	U05364/00	\$64,189.60	Information Technology Manager/Administrative Coordinator

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Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
	ASST TO ASSOC DEAN ACAD PRG	3/20/2000	3/16/2012	UA5099/00	\$54,590.00	Administrative Assistant
	NETWORK ANLYS	4/19/2011	4/19/2011	U79275/00	\$51,506.25	Information Technology Support Associate
	SR GRANTS AND CONTRACTS SPEC	12/8/2008	3/16/2012	U10172/00	\$49,820.84	Grants and Contracts Administrator Series
	PROGRAM COORD	7/28/2011	11/28/2012	U66810/00	\$30,000.00	Tennis Pro Shop Series
	TECHNOLOGY SPEC	12/17/2006	7/1/2010	UA1830/00	\$58,710.00	Information Technology Technical Associate
	BUS & FIN COORD	11/16/2007	8/16/2012	UA5811/00	\$60,000.00	Grants and Contracts Administrator Series
	DATA ANALYSIS COORD	1/17/2006	3/16/2012	UA5130/00	\$58,000.00	Information Technology Technical Associate
	ASST DIR OF CONC & CATERING	11/27/2007	9/21/2012	U90455/00	\$30,000.00	Food Service Administrator Series
	ASST DIR, TRAINING & COMPLI	10/15/2007	4/2/2012	U93638/00	\$48,000.00	Financial Aid Adviser Series
	SOFTWARE DEVEL	9/30/2009	2/29/2012	U76092/00	\$53,040.00	Information Technology Technical Associate
	ASST DIR	1/7/2013	1/7/2013	U66181/00	\$44,000.00	Program/Student Advisor
	SR SOFTWARE ENGR	7/1/2001	1/16/2010	U82303/00	\$67,250.00	Information Technology Manager/Administrative Coordinator
	SR NETWORK ADMIN SPEC	7/2/2007	3/16/2011	U63202/00	\$62,525.00	Information Technology Technical Associate
	SR NETWORK ADMIN SPEC	3/22/2011	3/22/2011	U31618/00	\$61,500.00	Information Technology Technical Associate
	PROJ COORD	1/5/2009	11/16/2010	U22518/00	\$63,345.00	Information Technology Manager/Administrative Coordinator
	WEB APP SPEC	11/11/2011	11/12/2012	U93070/00	\$57,000.00	Information Technology Technical Associate
	COORD OF E-LRNG	8/16/2004	8/16/2011	U79126/00	\$43,563.00	Instructional Development Specialist
	SYSTEMS SUPPORT ANALYST	10/20/2006	12/16/2010	U05067/00	\$60,490.00	Information Technology Technical Associate
	VST SR NETWORK ANALYST	11/1/2012	11/1/2012	U81671/00	\$51,200.00	Information Technology Technical Associate
	ASST TO ASSOC DIR	12/9/2003	3/16/2007	U62386/00	\$50,840.00	Business/Administrative Associate
	ASSOC IT SPEC	8/21/2002	12/12/2012	U77249/00	\$38,000.00	Information Technology Support Associate
	VST COMM SPEC/EDITOR	2/3/1997	2/16/2011	U01098/00	\$44,869.38	Editorial Series
	STUDENT FIN AID ADMINISTRATOR	6/25/2012	6/25/2012	U42644/00	\$37,000.00	Financial Aid Adviser Series
	MEDIA COMM SPEC	9/15/2008	5/31/2010	U70905/00	\$33,948.80	Graphic Designer Series
	UGRAD RECRUITER	5/16/2008	6/16/2012	U10012/00	\$61,000.00	Program/Student Advisor
	COORD, FINANCE & ADMIN AFFAIRS	3/10/2010	3/16/2012	UA5166/00	\$38,053.13	Administrative Assistant or Administrative Aide
	SERVER & NETWORK ADMIN	3/26/2012	3/26/2012	UA5114/00	\$53,000.00	Information Technology Technical Associate
	ASST DIR OF INFO TECH OP MGR	11/12/2007	1/16/2008	U67222/00	\$57,583.68	Information Technology Technical Associate
	MEDIA COMNC SPEC	9/22/2006	1/3/2013	U85606/00	\$33,000.00	Sports Information Director Series
	VST COORD	2/22/2012	2/22/2012	UA5138/00	\$37,925.00	Program Coordinator Series
	ASST DIR OF COMNC	10/11/2010	9/3/2012	U40188/00	\$32,000.00	Publications Series
	SR CONTRACT COORD	7/10/2006	6/16/2011	UA3496/00	\$57,525.34	Business/Administrative Associate
	INFORMATION DESIGN SPECIALIST	5/16/2011	5/16/2011	U82098/00	\$51,450.00	Information Technology Technical Associate
	DIR OF COURSE DELIVERY	8/30/2005	4/16/2011	UA3211/00	\$47,000.00	Instructional Development Specialist
	ELEARNING PROFESSIONAL	6/5/2009	7/16/2011	U71576/00	\$56,990.00	Instructional Development Specialist

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Position Descriptions Matching Civil Service Classification Specifications***

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number	Annual Salary	Recommended Civil Service Classification Options
██████████	ASST DIR FOR OPERATIONS	1/8/2001	7/16/2012	U95418/00	\$55,500.00	Administrative Assistant or Program/Student Advisor
██████████	DIGTL SYS SVCS SUPPORT SPEC	8/16/2004	1/16/2011	UA2807/00	\$48,605.24	Information Technology Technical Associate
██████████	MARKETING COMMUNICATIONS SPEC	8/17/2009	9/24/2012	U66242/00	\$32,000.00	Ticket Sales Series
██████████	TSTG COORD	11/30/2009	2/16/2011	U93974/00	\$49,950.00	Test Specialist
██████████	VST ORG DEVEL PRGRM COORD	8/29/2012	9/30/2012	U50210/00	\$32,000.00	Survey Interviewer Series
██████████	HELP DESK SPEC	1/25/2012	10/16/2012	U61217/00	\$41,000.00	Information Technology Support Associate
██████████	ASST TICKET MANAGER	8/19/2008	10/16/2010	UA2450/00	\$32,750.00	Ticket Sales Series
██████████	VST WEB APPS DEVL P SPEC	1/31/2012	7/16/2012	U81079/00	\$57,400.00	Information Technology Technical Associate
██████████	COORD OF CONT EDUC PROGRAMS	3/28/2011	7/23/2012	U59499/00	\$43,000.00	Continuing Education Professional Meeting Planner

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***"Academic Hourly" Appointments
Position Descriptions Matching "Extra Help" Guidelines or Civil Service Classification Specifications***

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number(s)	Hourly Rate	Recommended Civil Service Classification or "Extra Help" Designation Options
██████████	None	2/13/2009	6/15/2010	UA1684/00	\$21.00	Professional Extra Help
██████████	Group Fitness Instructor	1/15/2006	9/21/2008	U00578/01	\$8.25	Professional Extra Help
██████████	Event Management Assistant	4/30/2011	4/30/2011	U66206/00	\$10.00	Service Extra Help
██████████	Translator (English-Spanish)	12/10/2001	12/21/2003	U74489/01	\$20.00	Professional Extra Help
██████████	Academic Hourly - I-Fund	7/30/2012	7/30/2012	U66206/00	\$10.00	Administrative or Professional Extra Help
██████████	Freeman Fellows Program Coordinator	1/25/2010	5/14/2012	U34577/00	\$20.00	Administrative or Professional Extra Help
██████████	None	9/20/2010	9/20/2010	UA2286/00	\$13.76	Administrative or Technical Extra Help
██████████	None	1/6/2003	7/24/2010	U67827/00	\$25.70	Administrative or Professional Extra Help
██████████	None	7/19/2011	11/12/2012	U39430/00	\$14.00	Administrative or Technical Extra Help
██████████	Website Development Assistant	1/14/2013	1/14/2013	U72576/00	\$18.00	Technical Extra Help
██████████	None	4/1/1977	8/1/2012	UA0900/00	\$36.06	Safety Officer Series or Professional Extra Help
██████████	None	1/10/2011	1/10/2011	U05052/00	\$12.00	Technical Extra Help
██████████	Translator	11/15/2011	11/15/2011	U97794/00	\$15.00	Professional Extra Help
██████████	Academic Hourly - Marketing	6/4/2012	6/4/2012	U66206/00	\$8.25	Professional Extra Help
██████████	Head Counselor	7/15/2011	7/14/2012	U60153/00	\$8.91	Professional Extra Help
██████████	Library Assistant	7/1/2008	3/20/2011	UA0900/01	\$11.40	Administrative or Professional Extra Help
██████████	Library Assistant	8/16/2011	9/21/2012	UA0900/00	\$19.50	Administrative or Professional Extra Help
██████████	None	5/1/2011	6/27/2011	U82485/00	\$17.22	Administrative or Technical Extra Help
██████████	Online Administrative Assistant	5/30/2011	5/30/2011	U56801/00	\$20.00	Administrative or Clerical Extra Help
██████████	Mapmaker for Digital Asia	9/10/2009	7/25/2011	U34577/00	\$17.00	Technical Extra Help
██████████	Copy Editor	2/21/2011	2/21/2011	U72576/00	\$10.00	Technical Extra Help
██████████	None	8/16/2009	5/16/2011	U60924/00	\$20.00	Technical Extra Help
██████████	Academic Hourly - Ticket Office	8/11/2008	10/19/2012	U66206/00	\$10.00	Clerical Extra Help
██████████	Translator	9/27/2010	7/25/2011	U97794/00	\$15.00	Professional Extra Help
██████████	Instructional Designer	4/25/2011	4/25/2011	U72576/00	\$20.00	Technical Extra Help
██████████	None	2/10/2010	1/3/2013	U71123/00	\$10.00	Administrative or Professional Extra Help
██████████	Academic Hourly - Video Services	8/28/2005	8/28/2005	U66206/00	\$20.00	Technical Extra Help
██████████	Grader	9/8/2008	10/18/2010	U56801/01	\$15.00	Professional Extra Help
██████████	Grader	3/7/2010	3/7/2010	U56801/00	\$15.00	Professional Extra Help
██████████	Marketing Designer	4/6/2010	4/6/2010	U65477/00	\$20.00	Professional Extra Help

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Position Descriptions Matching "Extra Help" Guidelines or Civil Service Classification Specifications***

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number(s)	Hourly Rate	Recommended Civil Service Classification or "Extra Help" Designation Options
██████████	Program Assistant	8/16/2008	8/21/2010	U80427/01	\$25.00	Administrative or Clerical Extra Help
██████████	Web Master/Information Specialist	4/5/2010	5/16/2011	U97794/01	\$18.27	Technical Extra Help
██████████	None	1/14/2013	1/14/2013	U39430/00	\$14.00	Administrative or Technical Extra Help
██████████	Performer	5/11/2007	8/16/2010	UA2645/00	\$10.00	Professional Extra Help
██████████	Football Event Staff Assistant	12/2/2005	11/25/2005	U67290/00	\$8.25	Service Extra Help
██████████	Grader	8/24/2009	9/6/2011	U00459/00	\$15.00	Professional Extra Help
██████████	None	8/30/2011	8/30/2011	UA4043/00	\$13.00	Professional Extra Help
██████████	None	2/13/2009	12/26/2010	U62959/00	\$10.00	Professional Extra Help
██████████	Grader	7/27/2011	8/6/2012	U81559/00	\$16.75	Professional Extra Help
██████████	Coordinator of Research Programs	2/16/2009	2/16/2009	U01458/00	\$17.85	Administrative or Professional Extra Help
██████████	Utility Engineer	1/24/2005	7/13/2008	U22494/00	\$24.00	Technical or Trades Extra Help
██████████	None	8/16/2007	12/10/2010	U69043/00	\$20.00	Professional Extra Help
██████████	Range Aide	12/1/1999	5/7/2006	U94882/00	\$10.00	Professional Extra Help
██████████	None	1/17/2005	7/1/2011	UA3504/00	\$14.00	Administrative or Professional Extra Help
██████████	Grader	8/16/2012	8/16/2012	U88791/00	\$14.00	Professional Extra Help
██████████	Sports Information Assistant	7/12/2010	5/27/2012	U66206/01	\$10.00	Professional Extra Help
██████████	Live Art Model	9/5/2011	10/20/2011	U07919/00	\$12.00	Professional Extra Help
██████████	None	8/8/2010	3/21/2011	U59739/00	\$25.00	Administrative or Professional Extra Help
██████████	Academic Hourly - Program Assistant	8/29/2011	7/8/2012	U60318/00	\$19.00	Professional Extra Help
██████████	None	1/18/2010	9/28/2011	UA4441/00	\$19.00	Administrative or Professional Extra Help
██████████	Academic Hourly - Academics	1/28/2011	1/28/2011	U66206/00	\$12.00	Professional Extra Help
██████████	None	8/16/2009	8/16/2012	U07919/00	\$10.00	Technical Extra Help
██████████	Research and Processing Assistant	7/26/2010	7/26/2010	U60073/00	\$18.00	Administrative or Clerical Extra Help
██████████	None	4/28/2009	8/7/2011	U39505/00	\$14.16	Administrative or Professional Extra Help
██████████	None	4/8/1979	2/25/2009	U77271/00	\$21.00	Administrative or Professional Extra Help
██████████	Academic Hourly - Ticket Office	8/29/2002	9/11/2005	U66206/00	\$9.00	Clerical Extra Help
██████████	Campus Bicycle Coordinator	8/15/2011	8/15/2011	UA4080/00	\$23.00	Professional Extra Help
██████████	None	7/1/2011	8/19/2012	UA4134/00	\$13.00	Technical Extra Help
██████████	None	1/10/2010	1/1/2011	U60020/00	\$15.00	Technical Extra Help
██████████	Cultural Fee Coordinator	8/16/2010	1/3/2012	UA0080/00	\$19.00	Administrative or Professional Extra Help

**State Universities Civil Service System
University of Illinois at Urbana-Champaign
FY2013 Biennial Compliance Audit**

Appendix B

***"Academic Hourly" Appointments
Position Descriptions Matching "Extra Help" Guidelines or Civil Service Classification Specifications***

Employee Name	Title	Date of Employment	Date of Appointment in Position	Position Number(s)	Hourly Rate	Recommended Civil Service Classification or "Extra Help" Designation Options
██████████	Academic Hourly - Student Programs and Activities	6/27/2012	6/27/2012	U65413/00	\$15.39	Administrative or Professional Extra Help
██████████	Academic Hourly - Equipment	2/22/2011	2/22/2011	U66206/00	\$10.00	Service Extra Help
██████████	Customer Service Assistant	9/11/2008	10/27/2011	U00578/00	\$8.75	Administrative Extra Help
██████████	Asia Portfolio Assistant	8/22/2012	1/1/2013	U80427/00	\$12.00	Professional Extra Help
██████████	Summer Graduate Internship	9/15/2006	5/23/2011	U37575/00	\$17.00	Intern Appointment or Administrative Extra Help
██████████	Library of Congress Conversion Spec.	8/10/2008	6/26/2011	UA3575/00	\$13.76	Administrative or Professional Extra Help
██████████	Tutor	1/1/2010	9/17/2010	U66206/00	\$12.00	Professional Extra Help
██████████	Grader	10/21/2012	10/21/2012	U56801/00	\$15.00	Professional Extra Help
██████████	Foundation Relations Research Asst.	8/16/2010	5/16/2012	U42979/00	\$19.00	Administrative or Clerical Extra Help
██████████	Production Assistant/Associate Producer	5/12/2010	9/16/2012	U66206/02	\$12.50	Technical Extra Help
██████████	Event Planner	5/17/2010	7/10/2012	U67782/00	\$20.00	Professional Extra Help
██████████	Academic Hourly - Sports Information	8/29/2011	8/29/2011	U66206/00	\$9.50	Professional Extra Help
██████████	Specialist	1/18/1997	8/15/2004	U81818/06	\$10.00	Service or Technical Extra Help
██████████	None	9/21/2011	9/21/2011	U65362/00	\$19.00	Professional Extra Help
██████████	Customer Service Assistant	10/30/2011	11/7/2011	U84647/01	\$8.25	Administrative or Clerical Extra Help
██████████	Apartments Coordinator	9/20/2011	9/20/2011	U63259/00	\$16.00	Professional Extra Help
██████████	Academic Hourly - DIA Athletics	9/15/2010	11/15/2010	U66206/00	\$15.00	Clerical or Administrative Extra Help
██████████	Camp Assistant	12/27/2011	8/19/2012	U66206/00	\$10.00	Clerical Extra Help
██████████	Academic Hourly - Admin	6/16/2011	6/16/2011	U66206/00	\$8.25	Clerical Extra Help