

# Civil Service Classification Overview:

## Job Descriptions and Job Audits

UIS Human Resources

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# Classification Overview

- State Universities Civil Service System-governing agency
- By definition, classification is the assignment of a position to a class.
- Each campus administers its own classification program.
- Every classification has its own exam, and hence, employment register.

# Classification Management

- Classification Structure is divided into Occupational Areas, which were developed over 30 years ago and loosely based on the Federal Dictionary of Occupational Titles
- Examples are professional, clerical, skilled trades, food services, etc.
- There are also work areas, which group similar classes according to the type of work.

# Classification Management

- The class specification lists general duties in a given classification and identifies minimum acceptable qualifications.
- There are often levels or a hierarchy within a classification series which describe duties and responsibilities.
- The classification may also be part of a Promotional Line, which is a progression of titles within a classification.
- Class specifications are periodically reviewed and revised or deleted statewide, including the exams.

# Job Audit process

## Steps of the process (in a nutshell)

1. Complete request form and submit along with job description.
2. HR will conduct a desk audit with the employee.
3. A job analysis will be performed by HR.
4. Findings issued, generally within one month of receipt of request.

# Purpose of a Job Description

- Purpose of a Job Description (JD)- the cornerstone of a classification program, along with the specifications. The JD details the specific duties and responsibilities of a particular position on campus, further defining the job.
- Impacts HR, the recruitment, the incumbent, job audits, and the performance evaluation process.

# Developing a Job Description

## Helpful tips on writing an effective JD:

- Collaborative effort of employee and supervisor
- Clearly list duties and what is involved, which shows level of responsibility
- If supervision is involved, spell it out. Who and how many employees are supervised, and to what extent.
- Include approximate percentage times spent on each duty (see chart)
- Describe minimum qualifications, both required and desired.

# Developing a Job Description

- Organization of JD (using template)
  - Briefly state the main purpose of the position.
  - List the duties in order of decreasing importance.
  - Obtain the proper signatures
- Desired or preferred skills can be listed – but does not change minimum qualifications per specification.
- Job Description Examples



# Introduction to Job Audits

- Purpose/Goal of job audits- to identify the best-fit classification for a position.
- Each campus across the state develops its own procedures, within SUCSS guidelines.
- The function as well as the duties are evaluated – the duties must be permanent.
- Anyone may request an audit.

# Job Audit- Employee Role

How the employee and supervisor can prepare

- Take some time to review the JD- ensure it is accurate
- Pay attention to the percentage times assigned to duties- should total 100%
- Prepare notes and/or information for review by HR during the desk audit

# Job Audit- HR Role

- Asks employee and supervisor questions to clarify duties
- Compares the job descriptions to other like positions and the class specification
- Does an analysis – the majority of the time spent in the classification will be the recommended title
- Review history of the position - what has changed, how has position progressed in responsibility and duties.

# Job Audit – Example Questions

- The job description indicates you are a supervisor – would you please elaborate?
- Please describe the changes in your job duties.
- One of your duties is payroll- please explain your involvement.

# Job Audit Determination

- Types of findings
  - New classification recommended
  - Properly classified
- Options
  - Accept findings and proceed accordingly
  - Reject upgrade, and remove duties
  - Appeal recommended action
- Appeal process – 2 step
  - First appeal to campus HR director
  - Second appeal to SUCSS

# Job Audit – what happens next?

- If a classification is recommended at a higher level, there will be an upgrade in salary, generally 4-10% above current level, or to base of new range.
- If an upgrade, the employee must meet minimum qualifications and take and pass the civil service exam.
- Effective date of any change – first pay period following desk audit date or exam date.

# Resources

Audit Forms:

<http://www.uis.edu/humanresources/classification/audits.html>

Job Description Forms:

<http://www.uis.edu/humanresources/classification/jobdescriptions.html>

Compensation Policies:

<http://www.uis.edu/humanresources/classification/compensation.html>

Civil Service System:

<http://www.sucss.state.il.us/classspecs/admin.asp>

# Questions?

**Feel free to contact us if you have any questions. We encourage you to meet with us regarding any specific classification or job audit needs.**

*Thank you for attending!*