

# UIC POLICIES AND PROCEDURES

		NUMBER 401-03
MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Classification Specification Development or Revision for Support Staff Positions		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

**PURPOSE**

To identify the process for the development and revision of classification specifications by the State Universities Civil Service System (SUCSS).

**SOURCES AND BACKGROUND**

Federal Register Aug. 25, 1978 - Uniform Guidelines on Employee Selection Procedures  
State Universities Civil Service System Statute and Rules

**APPLICABILITY**

All support staff employees

**POLICY**

Classification specifications are the basis for classification of Civil Service jobs; they are the responsibility of the State Universities Civil Service System (SUCSS). Proposals to revise, amend, or reinstate classification specifications, including promotional line recommendations, may be made by an employer, the System, or an employee.

Current specifications are reviewed to assure that an appropriate classification does not already exist. Once the need for a new classification is determined, a proposal is drafted in accordance with the approved format, using either:

1. "Form and Instructions to Request Actions for Single Class Specifications"
2. "Form and Instructions to Request Actions for Series Specifications"

The completed form must be submitted to the System office with the signature of the Vice Chancellor for Human Resources (VCHR), SUCSS Designated Employer Representative (DER), and/or State Universities Civil Service Advisory Committee Member(s). Proposals that affect employees who are members of bargaining units with whom the University conducts negotiations must be certified by the DER that the proposed action has been discussed with the appropriate union officials at the time of submission to SUCSS.

Requests to establish a 12-month probationary period for a classification must be submitted to the SUCSS on a completed copy of the form "Request to Establish 12-Month Probationary Period." Such requests may be submitted separately from proposals affecting the specification of a classification. See UIC Policies and Procedures Number 322.

Notification of the addition of a new or reinstated classification and a copy of the specification must be posted for ten calendar days before filling any positions.

**PROCEDURES**

**RESPONSIBILITY**

1. Department Representative/Human Resources Compensation

**ACTION**

Identifies the need for a classification specification or revision and prepares the specification proposal.

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2. Department/Unit Representative

Prepares job descriptions for positions affected by the proposed classification specification. Reviews, revises, and approves the classification specifications proposal and returns it to the Human Resources Compensation Officer.

3. Human Resources Compensation

Sends classification specifications proposal to the Vice Chancellor for Human Resources (VCHR).

4. SUCSS Director

Distributes classification specifications on a Class Plan Memorandum to all SUCSS institutions for comment when satisfied with the content of the proposal. Coordinates resolution of comments and differences. Contacts VCHR to assist in the development of a State Universities Civil Service Examination, if the classification specifications are approved for use.

5. SUCSS

Contacts Human Resources to assist in completion of forms for the development of the examination.

6. Human Resources/Affected Departments

Completes a "Job Analysis for Test Selection" form and forwards it to the Vice Chancellor for Human Resources.

7. SUCSS Director

Develops the examination and requests a UIC review of the examination through University Administration.

8. Human Resources/Affected Departments

Meets with SUCSS to review the proposed examination.

9. SUCSS Director

Approves and distributes the examination and establishes an effective date for use of the classification specifications.

10. Human Resources Compensation

Prepares proposal to seek authority to use the classification at UIC or to revise current salary range, where appropriate.