

SUCSS & The Civil Service Testing Process



Things to Know by Amber Fosdyck

State Universities and Civil Service Systems



Examinations provide a system that is fair and objective for all applicants. For a particular examination, applicants answer similar questions or are asked to submit information. Applicants receive a score or scores based on the same examination components. This gives all candidates an equal opportunity to be placed on an employment register, the possibility for an interview and the potential to be selected. Examinations are created by SUCSS to be administered by an HR employee; all exams are considered confidential and cannot be discussed outside of HR/SUCSS.



SUCSS Continued

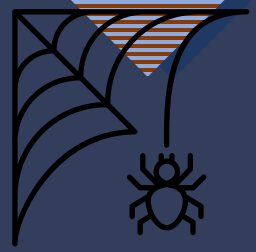
- In-State Applicants Required for following Occupational Area: Clerical, Stores, Aeronautical, Agricultural, Custodial Services, Domestic Services, Food Services, Power, Heat, & Light, Medical Services, Protective Services, Skilled Trades, Semi-skilled Trades, Unskilled Trades (EX: Building Service Worker, Culinary Worker, Carpenter)
- Out-of-State Applicants Allowed for following Occupational Area: Professional, Semi-Professional, Managerial (EX: Business/Administrative Associate, Administrative Aide, Events Coordinator)
- What is a Class Specification? – Outlines the characteristic duties and responsibilities, areas of authority, and requirements of a group of similar positions and qualifications/credentials required for taking the exam
- What is a Register? – A list by class of candidates who have successfully completed the examination for a class
- The University System shall maintain written specifications for each class in the classification plan. The specifications shall include the class title, class code number, length of probationary period, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, additional desirable qualifications, and, as applicable, promotional line, and occupational area.



Extra-Help Appointments

- Non-status positions which an employer attests to be emergent
- Unlike Civil Service positions, can be hired based on an application review, interview and other supplemental employer recruiting processes
- May only Serve for 900 consecutive hours and then an individual cannot resume employment in another Extra-Help appointment for 30 calendar days
- After Extra-Help position has accrued 900 consecutive hours, position shall not be reestablished until 6 months have passed
- Hours and position usage are tracked by employers





JDX Position Approval Process

Step 1 Initiator

- Initiator starts Job Description, Chooses workflow and assigns approvers
- Initiator enters information and approves job (necessary step that is sometimes not done so the request doesn't get to HR)

Step 2 University Budget Officer (Strategic Staffing Committee Review)

Step 3 HR

- HR reviews the information submitted on all 9 tabs such as budget and qualifications, classifies the position based on the duties submitted, creates/adds the position number, and fills out the HR Use Only tab. After full review, HR approves OR rejects with edits to send back to the initiator
- HR Approves

Step 4 Supervisor

Step 5 Dean / Director / Exec Director

*JDX feeds to CSOD several times a day unless there is a feed error which occurs sometimes due to developer maintenance or too much text within the duties/summary

Cornerstone Position Approval Process

Step 1 HR approval

- HR receives the requisition in their list and confirms that all data successfully came over from JDX to CSOD in the appropriate form. Oftentimes, HR had to go into JDX to retrieve the duties as they are too large for the feed.
- HR fills out several fields, configures the approval, and submits to hiring unit contact

Step 2 Hiring Unit approval

- Upon receipt hiring unit should confirm all information in the requisition is accurate
- **Civil Service (including Extra Help)** – Hiring department contact fills out closing date and adds reviewers/interviewers
- **AP Search** – Hiring department attaches search plan and fills out search committee, application deadline, and search chair.
- **AP Search Waiver** – Hiring department contact attaches search waiver justification and resume of proposed candidate
- Hiring department submits



Cornerstone Position Approval Process (continued)

Step 3 Job Posting is Prepared

- **Civil Service (including Extra Help)** – HR uses the provided information to prepare the job board posting
- **AP Search** – AEO reviews and approves or rejects the search plan. Once AEO approves HR uses the provided information to prepare the job board posting
- **AP Search Waiver** – AEO reviews and approves or rejects the search waiver justification. Once AEO approves HR invites the candidate to apply for the job - this is a requirement so that the unit can create the Offer Letter for approvals/acceptance

Step 4 Job is Posted to the Job Board

- Timeframes can vary (some AP and Extra Help searches are posted as “open until filled”)

AP search waivers are not posted to the job board



Advertising for Positions

- While Human Resources does advertise Civil Service positions using Facebook: UIS Careers, X: @UISCareers, LinkedIn, Local Career Fairs and a few others, it is up to each department to continue advertising their positions to build a larger candidate pool.
- Advertise on Social Media, Campus Career Center, Local Professional Associations, or Alumni Networks
- Always post the position title, description, salary, hours, and application deadline



Qualifications & Denials



- Minimum Qualifications for each position can be found under section titled “Minimum Acceptable Qualifications”. Applicants must meet all the minimum qualifications to be admitted into testing and placed on the register.
- These qualifications cannot be changed, except for “Custom Classifications”, which can have work experience, education, or training added based on the position requirements. Each additional qualification added to custom classifications likely adds on extra years of needed work experience to qualify.
- For EX: The Building/Administrative Associate Classification contains the following qualifications –
 1. Bachelor's degree in business administration, management, or a field related to the position.
 2. Two (2) years of professional business, financial, and/or managerial work experience.
(NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.)
 3. 3 years of additional work experience in an area of specialization inherent to the position (This 3rd qualification is decided by the department with help from their HR Liaison)

By adding this qualification, the work experience went from 2 years of experience to a total of 5 years of required work experience to qualify for this position.

Qualifications & Denials Continued

- HR only uses the work experience provided in the “Employment Experience” portion of the application, as we do not use information from the resume for qualifications for testing purposes.
- Once HR has qualified/denied all applicants, the denied applicants will be removed from the list of available candidates in Cornerstone related to this positions requisition number and notified of their denial.
- Denied applicants include any recently separated employee, as they cannot test in any classification for six months up to one year.
- Qualified applicants will be registered on the SUCSS testing website and the testing phase begins using applicant’s application materials (work exp., transcripts, DD214).

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Credential Assessments

Credentials Assessment is a rating by the Human Resources department of an applicant's/employee's education, experience, and special credentials/qualifications (licenses, etc.). The Human Resource department uses the State Universities Civil Service Systems guidelines to give specific points to each section of the Credentials Assessment. To establish an appropriate score for each exam, a review of an employment application, official college transcript, copies of license/certification and any other relevant material may be required. The final score of the Credentials Assessment accounts for 100% of the entire exam.



All Civil Service exams, except for the Police Officer/Telecommunicator series, were converted to Credential Assessments on or before December 1st, 2022



It is important for applicants to be as detailed as possible when filling out an employment application. Please remember to have them clearly list out assigned job duties under the work experience portion to receive the maximum allowable points



Reassignments and Register Information

- All scores are placed on the register for credential assessments. The top three scores, including ties, are referred to departments for interviews. These applicants must be interviewed and can often include more than three candidates
- Once placed on the register, scores can be affected by Veterans Preference points- or points awarded to Veterans who were discharged under honorable conditions and certain other individuals who may be eligible for additional points regarding Veterans
- Applicant scores stay on the register for that classification for two years unless it's a custom class, the applicant requests to have it removed or they do not respond to a notice to interview email, or an employee separates from the University
- Reassignments – happens when a current employee applies for a classification that they are currently working in, they are placed on a separate register without a score and are interviewed along with the top three scores. They must meet the new minimum qualifications if it is a custom class position



Scheduling Interviews



- After testing is complete and applicants are placed on the register, the register is frozen (meaning applicants cannot be added or removed) and sent to HR division liaisons
- Liaisons will refer the top three scores to the department for interviews and this can include more than three people
- It is up to the departments to plan and conduct interviews, add comments to Cornerstone, and decide who to hire
- If you have a large volume of applicants to interview, you can send interview questions in an email form and go from there

Audit Process



- Step 1: HR receives an email (via JDXpert) that a job audit has been requested. HR checks JD to make sure substantial changes have been made to the previous job description.
- Step 2: HR will reach out to the supervisor and employee to schedule an audit interview.
- Step 3: HR conducts the audit interview. (The job audit is usually completed within 30 days after audit interview)
- Step 4: HR conducts an audit analysis.
- Step 5 (only if proceeding with audit): HR will email supervisor what classification we have landed on and confirm the salary.
- Step 6: Once supervisor lets HR know the proposed salary, we will input the proposed salary and update qualifications to match SUCSS MAQs.

Audit Process Continued

- Step 7: HR will send JD through approvals in JDX ensuring the proposed salary is approved by the strategic staffing committee. Once fully approved, the job will feed to Cornerstone.
- Step 8: HR will prepare the job audit “posting”. Once completed, HR will email the employee asking them to apply.
- Step 9: After the employee applies, HR performs the credential assessment.
- Step 10: If employee receives a passing score, HR will create a findings letter.
- Step 11: The findings letter is sent to the employee and supervisor.
- Step 12: Once HR has confirmation from both supervisor and employee, we can enter changes in HRFE and close out the audit process!



Miscellaneous



- New Employee Orientation (NEO) – held twice a month on Wednesdays for new employees to sign up, once in-person and once through teams
- Know Your U – designed for permanent full and part-time civil service & academic professionals with six months or more of service and offers opportunities to deepen understanding of the University of Illinois while building meaningful connections across campus
- Rising Stars - designed for new employees to orient themselves to the campus and to familiarize them with the many acronyms, places, and faces they'll see around them during their employment

Links

- SUCSS - <https://www.sucss.illinois.gov/>
- UIS Job Board - <https://www.uis.edu/hr/careers/opportunities>
- UIS Applicant Information - <https://www.uis.edu/hr/career-seekers>
- UIS FB - <https://www.facebook.com/uiscareers/>
- X UIS Careers Account - <https://x.com/UISCareers>
- LinkedIn - <https://www.linkedin.com/school/university-of-illinois-at-springfield/>



Email HREmployment@uis.edu for questions. Thank you!

