

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Civil Service Hiring

April 5, 2018 10:15 am – 11:15 am

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Conference Sponsors: The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

Workshop Presenter(s)

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Please ask questions at anytime throughout the presentation.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Provide an update on continuous process improvements within the civil service hiring process.
- Elicit feedback
- Answer overall questions regarding civil service hiring

Topics

- Overview of civil service appointment types
 - Extra Help
 - Status
- Hiring process changes and updates
 - Extra Help
 - Status

Civil Service Appointment Types

- Non-Status Appointments
 - Provisional
 - Extra Help
 - Temporary
 - Intern
- Status Appointments
 - Contract by Location or Fund
 - Status

Civil Service - Extra Help

- Extra Help is a non-status appointment which is used to fill casual or emergent resource needs which is limited to 900 hours.
- Payment for services are paid hourly and the appointment is not eligible for benefits.
- **Mandatory Breaks required**
 - Required by State Universities Civil Service System rules to take a 30-calendar-day break after working 900 hours
 - At the end of the 30-day period, another 900-hour employment cycle can begin with a new position
 - If an Extra Help position has accrued 900 consecutive hours, the position shall not be reestablished until 6 months have elapsed

Civil Service Extra Help - Determining Pay Rate and Additional Fees

- Per University policy the rate of pay is generally based on the title used and the Union contracts or Open Range pay plans
- Clearances
- Surcharge is \$363 per hire accessed at the time the Extra Help Request is assigned to an Officer for the Hospital this fee is accessed differently
- Additional charges may apply if the employee is eligible for coverage under the Patient Protection and Affordable Care Act (PPACA)

Civil Service Extra Help – Non-Benefit Eligible

- Not eligible for University of Illinois employee benefits such as paid sick leave, vacation, holidays, insurance, SURS, etc.
- Pays into Social Security
- Covered under the Illinois Worker's Compensation Act for any on-the job injury

Civil Service Extra Help - Determining Need

When to use Extra Help

- Short term assignments which has a start and end date (less than 900 hours)
- Seasonal – Employees that work during a specific time frame such as summer only, at the beginning of a semester, events, etc. which never work more than 900 hours in a consecutive 12 calendar month

When to use Agency

- Long term assignment which has no end date (need is for more than 900 hours)
- Grant funded positions
- Specialty factors (Bilingual)

Civil Service Extra Help -Department and Employee Responsibilities

Department

- Monitor 900 hours
 - If you are not approving Timesheets - Request copies
 - Create a Spreadsheet
 - Add Manual checks (PHICHEK) also notify Extra Help Services when this occurs

Extra Help Employee

- Monitor 900 hours by viewing Pay Stubs in Nessie

Civil Service Extra Help – New Hiring Process

- Combined three forms (Position Authorization, Extra Help web form and Questionnaire) into one Extra Help Request form located in HireTouch
- Eliminated approvals
- Departments are able to post positions on Job Board under a new category of Extra Help
 - Candidates apply directly to the position

Civil Service Extra Help – New Hiring Process Continued

- Departments are able to manage their candidate pool more efficiently
 - Ability to track interviews
- Departments receive automatic emails for better communication with the Extra Help staff
- Departments can view the hiring process through HireTouch at any time
 - Criminal Backgrounds are now electronic verses manual

Civil Service - Status Appointment

- Permanent and Continuous Positions. Appointments from the eligible registers to positions which have been assigned to a class and approved by the Director, and which the employer has certified intention of continuing on a regular employment basis for the duration of the probationary period, shall be status appointments. Such appointments may be on a full-time or on a percentage of a full-time basis.

Civil Service Status -Hiring Process Updates

Civil Service hiring process flows

- Custom Titles – Registers are not maintained for these titles and each time a vacancy opens the position is posted on the UIC Job Board and a position specific register is built
 - BAA, HRA, Grants & Contracts Associate, Program Student Advisor, Accounting Associate, 3 IT classifications.
- Standard Title – Registers are maintained for these titles and shared within the place of employment ie; Hospital & Campus

Civil Service Status Hiring Process Updates

Traditional Process Flow – Custom & Standard

- Custom -
 - Post position on UIC Job Board, Qualify, Test, Build Register and then Freeze and refer out the top 3 scores of candidates.
- Standard –
 - Freeze existing register and send out vacancy notice to top 3 scores. Candidates have 7 calendar days to respond. Interested candidates are referred to department. If there are not 3 scores of interested candidates a second vacancy notice is sent to the next score of candidates, with another 7 calendar days to respond.
 - Post vacancy on UIC Job Board, Qualify, Test and add new candidates to the existing register. Freeze Register and send out vacancy notice to top 3 scores with a 7 calendar day response deadline. Again if 3 scores of candidates do not respond interested another vacancy notice is sent to next score with another 7 calendar day response deadline.

Civil Service Status - Hiring Process Updates

New Approach & Hiring Process

- Custom – remains the same
- Standard – options with the goal of reducing referral timeline
 - Utilize the Existing Register - Post vacancy as a custom and hide the search on job board. A invitation to apply is sent to the existing register. Those that apply directly to the position represent the position specific register for this vacancy. The register is frozen and the top 3 scores of candidates are referred to the department.
 - Adding new candidates to Existing Register – Post vacancy as custom open on job board. A invitation to apply is sent to the existing register. A position specific register is built with new applicants and those that applied from existing register.
 - Meeting Contract Posting Requirements – Post vacancy as a custom and hide search, invite current register to apply, send link to department so they may direct all employees in department to apply.

Civil Service Status – Hiring Process Updates

Register Maintenance – Mandatory & Permissive

- 2 year purge – all applicants that have been on register for more than two years will be removed.
- No Response – Applicants that do not respond to vacancy/invitations will be removed
- 4 Referrals Not Selected – Applicants that have been referred out 4 times on a classification that have been interviewed and not selected will be removed.
- 4 Not Interested Responses – Applicants that respond not interested 4 times to a classification vacancy/invitation will be removed.
- No Show – Applicant that do not appear with no notification for a confirmed scheduled interview will be removed from that classification register.

Civil Service Status – Hiring Process Updates

Register Maintenance Continued

- Resignation – Employees who resign from the University will be removed from all registers.
- Dismissals – Employees dismissed while on probation and separated from University will be removed from all active registers and prohibited from apply/testing for civil service classifications for a minimum of 1 year.
- Discharged – Employees discharged will be removed from all active register and not be allowed to apply/test for any future civil service classifications.
- Suspension – Employees placed on suspension are flagged and prohibited to interview or test for a classification for 1 year.
- Employee moved to a position outside of their current series – register entry changed from PR to OE
- 3 offers turned down – Applicants that turn down 3 offers of employment of a status appointment will be removed.

Civil Service Status – Hiring Process Update

What is needed from the Departments?

- Accurate and Timely Interview Dispositions – Once applicants are referred for interview it is requested that departments provide feedback on interview with dates of interviews, no shows, no longer interested.
- Provide applicants enough time to organize schedule and confirm interviews in writing.
- Use of Interview Questionnaires – limit the use of the interview questionnaire for round 1 interviews to applicant pools of 10 or greater. For pools of less than 10 utilize phone interviews.
- Conduct interviews in a timely manner

Civil Service Status – Hiring Process Updates

Rule of 3 for Multiple Vacancies

- When a department has multiple vacancies of the same classification that are frozen together, the department will receive the top 3 scores of applicants and the number of applicants will include enough so that the final vacancy will have at least 3 applicants available to fill that final vacancy. This may result in an additional score depending on the composition of the register at the time of the freeze date.

Civil Service Status – Hiring Process Updates

Requisition Cancelling & Reopening

- We will no longer be cancelling and then reopening vacancies. The vacancy will remain open until it is filled.
 - If the department does not fill the vacancy after the first referral – The Recruiter will stop the process and re-post the position to expand the applicant pool and then refreeze with the desired outcome of reconfiguring the composition of the register with new candidates added.
 - If the position changes – either the classification or a specialty factor is added, the department will recertify the position authorization, modify the job descriptions and position authorization and resubmit for approval.

Workshop Summary

- Civil Service Appointment Types – Extra Help for short-term needs & Status for permanent needs.
- Extra Help hiring process automated through HireTouch. Provides flexibility & efficiencies.
- Extra Help Training:
<https://www.hr.uic.edu/cms/One.aspx?portalId=2800&pageId=898979>
- Status hiring – reducing hiring cycles through improved process and increasing applicant quality/availability through register maintenance.

Questions / Concerns?