



Illinois Human  
Resources

Professional Employment Redesign

Job Board, Postings, Listserv

HR Systems Group

June 14, 2018

# Agenda

- Job Board
- Postings
- Listserv

# Job Board

# Job Board Changes

- All Civil Service (CS) postings transitioning to [jobs.illinois.edu](https://jobs.illinois.edu)
- Revised categories
- Separate category pages

# Job Category Transition

## Current jobs.illinois.edu

- Academic Professional
- Civil Service (Custom Classes)
- Faculty and Other Academic

## Current CS Job Board

- Clerical
- Crafts & Trades
- Extension
- Professional/Technical
- Service

## Combined jobs.illinois.edu

- Faculty
- Administrative
- Administrative Support
- Crafts & Trades
- Education & Student Services
- Research
- Service Operations
- Technical
- Off-campus

# New Job Categories

<b><u>Category</u></b>	<b><u>E-Groups</u></b>	<b><u>FLSA Overtime Eligible</u></b>
Faculty	A*, P*	No
Administrative	AP & CS	No
Administrative Support	CS	Yes
Crafts & Trades	CS	Yes
Education & Student Services	AP & CS	Mixed
Research	AP & CS	Mixed
Service Operations	CS	Yes
Technical	AP & CS	Mixed
Off-campus	AP & CS	Mixed

# Current Job Board



**ILLINOIS HUMAN RESOURCES**  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

[APPLICANT LOGIN](#) | [FACULTY POSITIONS](#) | [ALL POSITIONS](#) | [CIVIL SERVICE JOBS/APPLICATION](#) | [LEARN MORE](#)

## Search All Positions:

Keyword:

Search

Clear

# New Job Board

## **I** ILLINOIS Human Resources

[| APPLICANT LOGIN](#) | [| ALL POSITIONS](#) | [| LEARN MORE](#)

### Browse by Category:

<a href="#">FACULTY</a>	<a href="#">ADMINISTRATIVE</a>	<a href="#">ADMINISTRATIVE SUPPORT</a>
<a href="#">CRAFTS AND TRADES</a>	<a href="#">EDUCATION &amp; STUDENT SERVICES</a>	<a href="#">RESEARCH</a>
<a href="#">SERVICE OPERATIONS</a>	<a href="#">TECHNICAL</a>	<a href="#">OFF-CAMPUS</a>

### Search All Positions by Title:

Title Contains:



# Current Login



ILLINOIS HUMAN RESOURCES  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

[APPLICANT LOGIN](#) | [FACULTY POSITIONS](#) | [ALL POSITIONS](#) | [CIVIL SERVICE JOBS/APPLICATION](#) | [LEARN MORE](#)

Welcome to Jobs at Illinois, the employment website for the University of Illinois at Urbana-Champaign. Illinois is one of the premier public institutions of higher education in the nation and the world.

To view job listings, it is not necessary to login at this point in the application process. You can view current job listings by clicking on the appropriate Jobs link above. You will have the opportunity to begin the online application process at any point in time during your review of the current postings.

For questions regarding the application process for Academic employment (academic professional, faculty, and other academic positions), please call 217-333-6747 or email [jobs@illinois.edu](mailto:jobs@illinois.edu). For questions regarding Civil Service employment, please call 217-333-2137 or email [jobs@illinois.edu](mailto:jobs@illinois.edu). If you have questions about a specific position, please refer to the position's job listing for contact information.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

**[Equal Employment Opportunity \(EEO\) is the Law](#)**  
**[EEO is the Law Revisions](#)**

**Definitions of Employment Categories**

**Academic** employment categories include Faculty, Other Academics, and Academic Professionals.

**Civil Service and Extra Help** employment categories include professional, paraprofessional, clerical, technical, services, and crafts/trades.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the University of Illinois, please call 217-333-0885 or e-mail [diversity@illinois.edu](mailto:diversity@illinois.edu).

## Login Information

User Name:

Password:

# New Login



[APPLICANT LOGIN](#) | [ALL POSITIONS](#) | [LEARN MORE](#)

Welcome to Jobs at Illinois, the employment website for the University of Illinois at Urbana-Champaign. Illinois is one of the premier public institutions of higher education in the nation and the world.

## Login Information

User Name:

Password:

Display characters

# Postings

# Unit-Created Postings

All overtime-exempt CS postings created by the unit

- Reviewed by IHR
- Working title
- Ability to add unit- and position-specific information
- Two-week standard duration

*Note: Unit-driven postings are required October 1, 2018*

# IHR-Created Postings

- Overtime-eligible postings initiated centrally
- Some CS postings will have no close date (“open and continuous”)
- Periodic postings (e.g., AFSCME, Crafts & Trades)

# Listserv

# Listserv Changes

- Combining CS Jobs and ACJOBS listservs
- Automatically moving current subscribers
- IHR ability to re-send revised/extended postings

# Immediate Changes

## Week of June 18

- Job Board
  - New categories
  - Filters
- Postings
  - CS postings all on [jobs.illinois.edu](https://jobs.illinois.edu)
- Listserv
  - Combined CS Jobs and ACJOBS lists



# October Changes

## New, combined vacancy workflow including:

- Posting form
- Unified job description - *Percentage of effort required*
- Streamlined CS application
- More details at July HR Systems meeting



**Need more information?** Visit the Professional Employment Redesign (PER) website at <http://go.illinois.edu/ihr-per>

**Questions?** Email us at [ihr@illinois.edu](mailto:ihr@illinois.edu)

**Current Exemption Procedure Manual**

<https://www.sucss.illinois.gov/ProcMan/manuals.aspx?osm=c40>

**New Exemption Procedure Manual effective 10-1-2018**

<https://www.sucss.illinois.gov/documents/pm/exemption/newmanual.pdf>