



## Civil Service Audit Process

### Submission Criteria

No specific minimum time period to perform duties, but the gradual assignment of permanent & higher level duties must be completed, and not still in progress, by the time of submission.

### Position Audit Request

A request to audit an existing position may originate with an employee (via email to Cassandra Nicholson at [cnichlson@illinois.edu](mailto:cnichlson@illinois.edu)) or an employing unit (via a Staff Appointment Change workflow in JDXpert).

### Position Audit/Reclass Decision

The position is audited first to determine appropriate classification. The audit is conducted primarily as an e-Audit, with an audit interview occurring w/incumbent, supervisor and/or department representative as needed.

### Process Exam Request

The required examination is processed following the decision to reclassify/reallocate the position, including for proposed classifications submitted with the request for a position audit.

### Effective Date

The effective date of the reclassification/reallocation occurs at the beginning of the pay period in which the audit request documents were received and verified by IHR, provided that the incumbent has passed the requisite examination in a prior pay period and is currently on the register for the approved classification. If the incumbent has not passed the appropriate Civil Service exam prior to the pay period in which the position was audited, the effective date will occur at the beginning of the pay period immediately following the date the incumbent passes the appropriate exam.

### Process Approved Reclass

The department initiates the HRFE transaction when notified by Compensation, Classification and Career Architecture of the promotional increase approval and the approved job description.

#### Key Definitions:

- *Reclassification - Reassignment of an existing position within a promotional line.*
- *Reallocation - Reassignment of an existing position to a class which is a part of a different promotional line, or to a class which is not a part of any promotional line.*
- *Audit Interview - Audit performed via a scheduled meeting with the incumbent, supervisor and/or department representative.*
- *E-Audit - Audit performed on the updated job description submitted by the department via a Staff Appointment Change workflow in JDXpert, with additional information requested from the department representative or incumbent as needed.*

#### Audit Outcome:

- *Approved - Change in classification*
- *Retained - No change in classification*

For questions, email [ihr-classificationadministration@illinois.edu](mailto:ihr-classificationadministration@illinois.edu) or call 217-333-2136.