

Departmental Classification Program (DCP)

Since July 1, 1979, Staff Human Resources and the State Universities Civil Service System have given classification authority for lower level clerical/office support classes to campus departments. The Departmental Classification Program (DCP) allows unit heads or their designees, to classify certain level positions within the assigned units. Although classification decisions are made at the departmental level, Illinois Human Resources classification specialists monitor each transaction for compliance with program guidelines.

The primary purpose of this program is to encourage hiring at lower levels. Program goals are to allow departments greater flexibility in responding to operational needs and to create additional internal promotional opportunities.

The program currently includes the following classifications:

• Accounting Assistant	• Library Specialist
• Accounting Officer	• Senior Library Specialist
• Accounting Specialist	• Mailing Equipment Operator/Expeditor I, II, III
• Animal Imaging Technologist I, II, III	• Radiologic Technologist
• Assistant Laboratory Mechanic	• Radiologic Technologist Specialist
• Laboratory Mechanic	• Office Support Assistant
• Cashier I, II, III	• Office Support Associate
• Collection Representative	• Office Support Specialist
• Collection Specialist	• Office Manager
• Customer Service Assistant	• Payroll Specialist I, II, III
• Customer Service Representative	• Retail Associate
• Food Service Cashier	• Retail Services Supervisor
• Inventory Clerk	• Veterinary Assistant
• Inventory Specialist	• Veterinary Technician (General)
•	• Veterinary Technician I, II, III

For an individual to serve as departmental classifier, the individual will need to be classified at the Office Administrator level or higher. The unit head or designated classifier must first attend a training session conducted by the Illinois Human Resources program coordinator. If personnel changes occur, each new classifier must also attend a training session at Illinois Human Resources before being able to classify positions in the unit.

For more information and/or to set up a training session, please contact Amy Grindley, Program Coordinator at (217) 333-2136 or alandis@illinois.edu.