

**STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION**

For The Two Years Ended June 30, 2005

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

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STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

AGENCY OFFICIALS

| | |
|-----------------------------|-----------------------|
| Executive Director | Mr. Lewis T. Morelock |
| Deputy Director | Mr. Dennis N. Smith |
| Administrative Assistant II | Ms. Teresa Rademacher |

Agency office is located at:

1717 Philo Road, Suite 24
Urbana, IL 61802-6099

Members of the Merit Board as of June 30, 2005:

Mr. Bruce Friefeld, Chair
Ms. Marjorie E. Sodemann, Vice Chair
Ms. Carole Balzekas
Dr. Frances G. Carroll
Mr. David V. Dorris
Ms. Nancy Froelich
Ms. Peggy Montes
Mr. Dace E. Richardson
Mr. John Simmons
Mr. Marc Strauss
Member vacancy from Eastern Illinois University

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

MANAGEMENT ASSERTION LETTER

November 15, 2005

Honorable William G. Holland
Auditor General
State of Illinois
740 East Ash
Springfield, IL 62703

Sir:

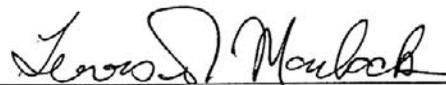
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the State Universities Civil Service System. We are responsible for, and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the State Universities Civil Service System's compliance with the following assertions during the two-year period ended June 30, 2005. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2004, the State Universities Civil Service System has materially complied with the assertions below.

- A. The State Universities Civil Service System has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The State Universities Civil Service System has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The State Universities Civil Service System has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the State Universities Civil Service System are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

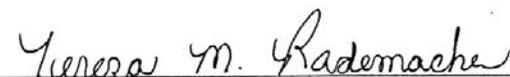
The money or negotiable securities or similar assets handled by the agency on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

State Universities Civil Service System



Lewis T. (Tom) Morelock, Executive Director



Teresa Rademacher, Administrative Assistant II

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

COMPLIANCE REPORT

SUMMARY

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

AUDITORS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

| <u>Number of</u> | <u>This Report</u> | <u>Prior Report</u> |
|--|--------------------|---------------------|
| Findings | 0 | 0 |
| Repeated findings | 0 | 0 |
| Prior recommendations implemented or not repeated | 0 | 0 |

SUMMARY OF FINDINGS

The State Universities Civil Service System did not have any current year or prior year findings.

EXIT CONFERENCE

The State Universities Civil Service System waived an exit conference.

SPRINGFIELD OFFICE:

ILES PARK PLAZA
740 EAST ASH • 62703-3154
PHONE: 217/782-6046

FAX: 217/785-8222 • TTY: 888/261-2887



CHICAGO OFFICE:

MICHAEL A. BILANDIC BLDG. • SUITE 5-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006

OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE,
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

We have examined the Illinois State Universities Civil Service System's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2005. The management of the Illinois State Universities Civil Service System is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois State Universities Civil Service System's compliance based on our examination.

- A. The Illinois State Universities Civil Service System has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois State Universities Civil Service System has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois State Universities Civil Service System has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Illinois State Universities Civil Service System are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Illinois State Universities Civil Service System on behalf of the State or held in trust by the Illinois State Universities Civil Service System have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the Illinois State Universities Civil Service System's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Illinois State Universities Civil Service System's compliance with specified requirements.

In our opinion, the Illinois State Universities Civil Service System complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

Internal Control

The management of the Illinois State Universities Civil Service System is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our examination, we considered the Illinois State Universities Civil Service System's internal control over compliance with the aforementioned requirements in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2004 and 2005 Supplementary Information for State Compliance Purposes, except for information on Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2003 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.

Bruce L. Bullard

BRUCE L. BULLARD, CPA
Compliance Division Director

November 15, 2005

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:

- Schedule of Appropriations, Expenditures and Lapsed Balances
 - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
 - Schedule of Changes in State Property
 - Analysis of Significant Variations in Expenditures
 - Analysis of Significant Lapse Period Spending

- Analysis of Operations:

- Agency Functions and Planning Program
 - Average Number of Employees
 - Service Efforts and Accomplishments (Not Examined)

The auditors' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General, except for information on the Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2004

| P.A. 93-0842 FISCAL YEAR 2005 | Appropriations (Net of Transfers) | Expenditures Through June 30 | Lapse Period Expenditures July 1 to August 31 | Total Expenditures 14 Months Ended August 31 | Balances Lapsed August 31 |
|--|---|---------------------------------|--|---|---------------------------------|
| General Revenue Fund - 001 | | | | | |
| Personal Services | \$ 915,000 | \$ 767,827 | \$ 0 | \$ 767,827 | \$ 147,173 |
| State Contributions to Social Security | 11,000 | 8,339 | 137 | 8,476 | 2,524 |
| Contractual Services | 246,900 | 193,308 | 4,606 | 197,914 | 48,986 |
| Travel | 14,000 | 13,391 | 111 | 13,502 | 498 |
| Commodities | 9,000 | 6,326 | 1,279 | 7,605 | 1,395 |
| Printing | 4,000 | 3,888 | 90 | 3,978 | 22 |
| Equipment | 26,000 | 6,728 | 19,238 | 25,966 | 34 |
| Telecommunications Services | 25,700 | 19,516 | 621 | 20,137 | 5,563 |
| Operation of Automotive Equipment | 2,000 | 1,145 | 0 | 1,145 | 855 |
| Total Fiscal Year 2005 | <u>\$ 1,253,600</u> | <u>\$ 1,020,468</u> | <u>\$ 26,082</u> | <u>\$ 1,046,550</u> | <u>\$ 207,050</u> |

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2004

| P.A. 93-90 FISCAL YEAR 2004 | Appropriations (Net of Transfers) | Expenditures Through June 30 | Lapse Period Expenditures July 1 to August 31 | Total Expenditures 14 Months Ended August 31 | Balances Lapsed August 31 |
|--|---|---------------------------------|--|---|---------------------------------|
| General Revenue Fund - 001 | | | | | |
| Personal Services | \$ 915,000 | \$ 819,701 | \$ 0 | \$ 819,701 | \$ 95,299 |
| State Contributions to Social Security | 11,000 | 9,753 | 0 | 9,753 | 1,247 |
| Contractual Services | 230,900 | 194,196 | 1,623 | 195,819 | 35,081 |
| Travel | 8,000 | 5,392 | 409 | 5,801 | 2,199 |
| Commodities | 6,000 | 5,466 | 0 | 5,466 | 534 |
| Printing | 4,000 | 2,578 | 302 | 2,880 | 1,120 |
| Equipment | 26,000 | 17,764 | 7,549 | 25,313 | 687 |
| Telecommunications Services | 50,700 | 19,449 | 28,921 | 48,370 | 2,330 |
| Operation of Automotive Equipment | 2,000 | 1,894 | 34 | 1,928 | 72 |
| Total Fiscal Year 2004 | \$ 1,253,600 | \$ 1,076,193 | \$ 38,838 | \$ 1,115,031 | \$ 138,569 |

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES AND LAPSED BALANCES**
For the Fiscal Year Ended June 30,

| | Fiscal Year | | |
|--|---------------------|---------------------|---------------------|
| | 2005 | 2004 | 2003 |
| General Revenue Fund - 001 | P.A. 93-0842 | P.A. 93-90 | P.A. 92-0538 |
| Appropriations (Net of Transfers) | \$ 1,253,600 | \$ 1,253,600 | \$ 1,210,600 |
| <u>Expenditures</u> | | | |
| Personal Services | \$ 767,827 | \$ 819,701 | \$ 685,226 |
| State Contributions to Social Security | 8,476 | 9,753 | 7,013 |
| Contractual Services | 197,914 | 195,819 | 183,003 |
| Travel | 13,502 | 5,801 | 7,296 |
| Commodities | 7,605 | 5,466 | 5,225 |
| Printing | 3,978 | 2,880 | 6,108 |
| Equipment | 25,966 | 25,313 | 29,949 |
| Telecommunications Services | 20,137 | 48,370 | 24,630 |
| Operation of Automotive Equipment | 1,145 | 1,928 | 1,787 |
| Total Expenditures | <u>\$ 1,046,550</u> | <u>\$ 1,115,031</u> | <u>\$ 950,237</u> |
| Lapsed Balances | <u>\$ 207,050</u> | <u>\$ 138,569</u> | <u>\$ 260,363</u> |
| | | | |
| Education Assistance Fund - 007 | | | |
| Appropriations (Net of Transfers) | \$ 0 | \$ 0 | \$ 182,300 |
| <u>Expenditures</u> | | | |
| Personal Services | \$ 0 | \$ 0 | \$ 134,547 |
| State Contributions to Social Security | 0 | 0 | 1,334 |
| Contractual Services | 0 | 0 | 19,775 |
| Travel | 0 | 0 | 100 |
| Commodities | 0 | 0 | 100 |
| Equipment | 0 | 0 | 4,534 |
| Telecommunications Services | 0 | 0 | 200 |
| Total Expenditures | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 160,590</u> |
| Lapsed Balances | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 21,710</u> |
| Total Expenditures - All Funds | <u>\$ 1,046,550</u> | <u>\$ 1,115,031</u> | <u>\$ 1,110,827</u> |
| Total Lapsed Balances - All Funds | <u>\$ 207,050</u> | <u>\$ 138,569</u> | <u>\$ 282,073</u> |

Note: The SUCSS did not make any efficiency initiative payments during the examination period.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2005

| | Equipment |
|--------------------------|------------------|
| Balance at July 1, 2003 | \$ 162,300 |
| Additions | 25,080 |
| Deletions | 0 |
| Net Transfers | 0 |
| Balance at June 30, 2004 | \$ 187,380 |
| | |
| Balance at July 1, 2004 | \$ 187,380 |
| Additions | 11,357 |
| Deletions | 0 |
| Net Transfers | (20,735) |
| Balance at June 30, 2005 | \$ 178,002 |

Note: The above schedule has been derived from Agency records which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2005

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEARS 2003 AND 2004**

STATE CONTRIBUTIONS TO SOCIAL SECURITY

The increase in state contributions to social security expenditures during FY04 was due to the SUCSS not receiving appropriations through the Education Assistance Fund (007) in FY04 as in prior years. As a result, all payroll expenditures were paid through the General Revenue Fund.

TRAVEL

The decrease in travel expenditures during FY04 was due to the SUCSS conducting one less operational audit during the period versus the prior period. In addition, two of the nine operational audits conducted during the period were in the Champaign-Urbana area.

PRINTING

The decrease in printing expenditures in FY04 was due to the SUCSS purchasing copier paper from state contract three times in FY03 versus one time in FY04. Revisions to several major examinations during FY03 resulted in an increase of applicant testing, which necessitated increased printing expenditures in FY03.

TELECOMMUNICATIONS SERVICES

The increase in telecommunications services expenditures in FY04 was due to the SUCSS purchasing a new Nortel phone system at a cost of approximately \$27,000.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2005

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEARS 2004 AND 2005**

TRAVEL

The increase in travel expenditures in FY05 was due to the use of personal vehicles for employees to travel on official state business when the SUCSS's State vehicle broke down in February 2005.

COMMODITIES

The increase in commodities expenditures in FY05 was due to the SUCSS printing their Annual Report in-house. Increased expenditures included toner for the printer and use of a new copier.

TELECOMMUNICATIONS SERVICES

The decrease in telecommunications services expenditures in FY05 was due to the agency purchasing a new Nortel phone system at a cost of approximately \$27,000 in FY04.

OPERATION OF AUTOMOTIVE EQUIPMENT

The decrease in operation of automotive equipment expenditures in FY05 was due to the breakdown of the SUCSS's State vehicle in February 2005. The SUCSS had no further expenses in this line item until the new vehicle was received in July 2005.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2005

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING FISCAL YEAR 2004

EQUIPMENT

Equipment expenditures incurred prior to June 30 totaling \$7,549 were paid during the lapse period due to the SUCSS purchasing armchairs, a laptop and laser printers at the end of the fiscal year and not receiving the invoices until the lapse period.

TELECOMMUNICATIONS SERVICES

Telecommunications services expenditures incurred prior to June 30 totaling \$28,921 were paid during the lapse period due to the SUCSS purchasing a new Nortel phone system at the end of the fiscal year and not receiving the invoice until the lapse period.

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING FISCAL YEAR 2005

EQUIPMENT

Equipment expenditures incurred prior to June 30 totaling \$19,238 were paid during the lapse period due to the SUCSS purchasing a new vehicle and not receiving the invoice until the lapse period.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

AGENCY FUNCTIONS AND PLANNING PROGRAM

Agency Functions

The State Universities Civil Service System (SUCSS) was created by the State Universities Civil Service Act (110 ILCS 70/36b *et seq.*) and became operative on January 1, 1952. The SUCSS has a statutory obligation to establish a sound program of personnel administration at State supported institutions of higher education and at certain allied agencies. To fulfill this obligation, the SUCSS provides the essential function of administering, developing and maintaining the basic rules and procedures related to the employment of professional (non-academic), technical and support staff at each major Illinois public higher education university and affiliated agency.

Among its many responsibilities, the SUCSS provides direct guidance and support services to universities/agencies in such areas as employment, examinations, classification plan management, salary administration, compliance audit reviews, disciplinary procedures and other business operations related to the management of support staff personnel.

The SUCSS audit team conducts a human resource operational audit at each university and higher education agency once every two years. This involves a comprehensive review of internal practices, including both document review and discussions with staff regarding a broad range of human resource-related practices.

The governing body of the SUCSS is the University Civil Service Merit Board (Board). The Board is composed of 11 members representing the public universities of the State of Illinois. Members of the Board are elected by their respective university governing boards.

The SUCSS office is located at 1717 Philo Road, Suite 24, Urbana, Illinois and serves the following public universities and agencies with respect to the employment relationship with their professional (non-academic), technical and support staff:

| | |
|---|--|
| Chicago State University | Eastern Illinois University |
| Governors State University | Illinois Board of Higher Education |
| Illinois Community College Board | Illinois State University |
| Illinois Student Assistance Commission | Northeastern Illinois University |
| Northern Illinois University | Southern Illinois University at Carbondale |
| Southern Illinois University at Edwardsville | State Universities Civil Service System |
| Southern Illinois University School of Medicine | State Universities Retirement System |
| University of Illinois at Chicago | University of Illinois at Springfield |
| University of Illinois at Urbana-Champaign | Western Illinois University |

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

Planning Program

The SUCSS develops an action plan each year that is a compilation of agency goals, objectives and/or initiatives. The action plans are presented each year in the SUCSS's Annual Report. The action plans developed during the period concentrate on several new initiatives focusing on customer service, communications, business process upgrade, and overall modernization of the SUCSS in general.

Other goals listed in the action plans are as follows:

1. Revise Classification Plans to eliminate redundancy and duplication in classification designations, upgrade associated employment protocols, and develop new testing/resume review processes;
2. Complete the electronic web-based applicant testing system that will be available for use at all campus/agency locations, streamlining testing operations and creating a customer friendly testing interface;
3. Use of the Computerized Job Analysis Survey Instrument to increase the statistical integrity of the data collected from the subject matter experts, while significantly reducing the many costs associated with paper document processing and the amount of staff time, at both the SUCSS office and campus/agency level, required in the classification plan management process;
4. Develop a project plan to coordinate the routine submission of raw data from an interface with each campus/agency human resource information system to be utilized in creating standardized system wide reports;
5. Update the SUCSS web site to include electronic forms, digital signature capabilities and other electronic communication options;
6. Continue to review and suggest changes to the Rules and procedures, potentially developing a legislative strategy for improvement and upgrade;
7. Evaluate staffing and facility requirements; and
8. Obtain authorization to develop a constituency survey instrument to collect information from contact points on their perceptions of SUCSS's business operations, agency programs, communications, staff and agency relationships, and other general customer service activities.

Auditors' Assessment

The SUCSS has established formal written long and short-term goals with respect to its functions and programs. The SUCSS's planning program appears adequate for meeting the statutorily defined functions of the SUCSS.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Agency records, presents the average number of employees, by function, for the Fiscal Years ended June 30,

| <u>Division</u> | <u>2005</u> | <u>2004</u> | <u>2003</u> |
|-----------------------------------|-------------|-------------|-------------|
| Administrative Division | 7 | 8 | 5 |
| Operations Division | 3 | 4 | 4 |
| Legal Services Division | 1 | 1 | 1 |
| Special Projects Division | 0 | 1 | 1 |
| Audit Division | 3 | 3 | 4 |
| Total average full-time employees | <u>14</u> | <u>17</u> | <u>15</u> |

Note: During the period, the SUCSS reorganized and renamed their Divisions. The FY03 numbers have been restated to reflect this change.

SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)

| | <u>2005</u> | <u>2004</u> | <u>2003</u> |
|--|-------------|-------------|-------------|
| <u>Examinations</u> | | | |
| new/revised/pending examinations | 142 | 215 | 37 |
| examinations given at the institutions | 23,099 | 18,518 | 20,388 |
| examinations reviewed for applicants per request | 149 | 88 | 97 |

Classifications

| | | | |
|--|-------|-------|-------|
| total class specifications | 1,209 | 1,210 | 1,282 |
| new/revised/pending class specifications developed | 142 | 215 | 26 |
| reinstated class specification | 0 | 0 | 0 |
| deleted class specifications | 12 | 29 | 52 |

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

Classifications (continued)

| | | | |
|----------------------------|-------|-------|-------|
| training programs approved | 24 | 12 | 23 |
| pay ranges/rates approved | 3,769 | 2,011 | 1,554 |

Discharge Cases

| | | | |
|---|----|----|----|
| written charges for discharge served on employees | 67 | 50 | 64 |
| employees who requested a hearing | 16 | 12 | 12 |
| cases withdrawn by employer before hearing | 2 | 1 | 1 |
| cases withdrawn by employer during/after hearing | 1 | 0 | 0 |
| cases withdrawn by employees before hearing | 3 | 0 | 0 |
| employees who resigned before hearing was held | 4 | 2 | 1 |
| employees who resigned during/after hearing held and before Merit Board decision | 1 | 1 | 1 |
| employees discharged by Merit Board | 3 | 6 | 9 |
| employees reinstated by Merit Board | 2 | 2 | 0 |

Demotion Cases

| | | | |
|---|---|---|---|
| notice of demotions served on employees | 1 | 1 | 0 |
| employees who requested a hearing | 0 | 0 | 0 |
| cases withdrawn by employer | 0 | 0 | 0 |
| employees demoted by Merit Board | 0 | 0 | 0 |
| employees not demoted by Merit Board | 0 | 0 | 0 |
| employees who resigned before hearing was held | 0 | 0 | 0 |
| employees who resigned during/after hearing held and before Merit Board decision | 0 | 0 | 0 |

Audits

| | | | |
|--------------------------------|-------|-------|-----|
| on site audits | 7 | 8 | 10 |
| position descriptions reviewed | 2,607 | 1,047 | 926 |
| on-site desk audits conducted | 177 | 87 | 106 |

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

Audits (continued)

| | | | |
|---|--------|-------|--------|
| verification of pay of employees performed | 14,021 | 4,366 | 7,028 |
| pay ranges/rates reviewed | 2,007 | 1,157 | 1,690 |
| applicant credentials reviewed | 355 | 173 | 169 |
| registers reconstructed | 285 | 137 | 128 |
| student appointments evaluated | 15,247 | 7,425 | 17,611 |
| nonstatus appointments reviewed | 13,018 | 2,666 | 7,203 |
| active principal administrative appointments reviewed | 8,351 | 1,410 | 3,283 |
| administrative/employee interviews conducted | 104 | 105 | 120 |
| principal administrative appointment interviews conducted | 170 | 48 | 80 |
| temporary upgrade assignments | 1,064 | 142 | 1,350 |