

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

For The Two Years Ended June 30, 2007

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2007

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STATE OF ILLINOIS
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For the Two Years Ended June 30, 2007

AGENCY OFFICIALS

Executive Director	Mr. Lewis T. Morelock
Assistant Director	Ms. Mary Follmer
Deputy Director (until 4/30/06)	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 University Civil Service Merit Board as of June 30, 2007:

Mr. Marc Strauss, Chair
Ms. Joanne E. Maitland, Vice Chair
Mr. Devon C. Bruce
Dr. Robert J. Cook
Ms. Kristi DeLaurentiis
Mr. David V. Dorris
Mr. Arnold Park
Mr. James D. Montgomery
Mr. John Simmons
Rev. Richard L. Tolliver
Mr. Don Yost

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



Marc Strauss
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

December 6, 2007

Honorable William G. Holland
Auditor General
State of Illinois
Iles Park Plaza
740 East Ash
Springfield, IL 62703-3154

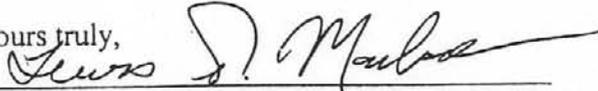
Dear Mr. Holland:

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 Agency's compliance with the following assertions during the two-year period ended June 30, 2007. Based on this evaluation, we assert that during the years ended June 30, 2007 and June 30, 2006, the Agency has materially complied with the assertions below.

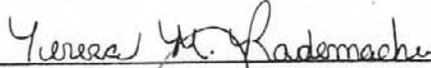
- A. The agency has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The agency has obligated, expended, received and used public funds of the State in accordance with any limitations,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

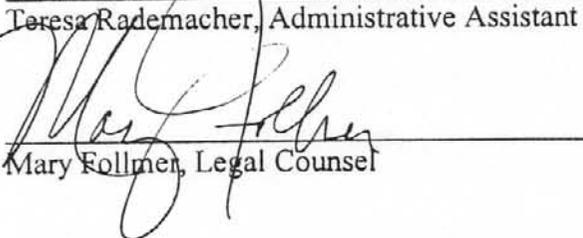
Yours truly,



Lewis T. Morelock, Executive Director



Teresa Rademacher, Administrative Assistant


Mary Follmer, Legal Counsel

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2007

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.

ACCOUNTANTS' 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>Compliance</u>	<u>Prior</u>
Findings	<u>Report</u>	<u>Compliance</u>
Findings	0	0
Repeated findings	0	0
Prior recommendations implemented or not repeated	0	0

SCHEDULE 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 having an exit conference in correspondence dated November 29, 2007.

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 S-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, 2007. 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. 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.

We conducted our examination 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 listed in the first paragraph of this report 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 requirements listed in the first paragraph of this report during the two years ended June 30, 2007.

There were no immaterial findings relating to instances of noncompliance that have been excluded from this report.

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 listed in the first paragraph of this report. In planning and performing our examination, we considered the Illinois State Universities Civil Service System's internal control over compliance with the requirements listed in the first paragraph of this report 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, but not for the purpose of expressing an opinion on the effectiveness of the Illinois State Universities Civil Service System's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois State Universities Civil Service System's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance with the requirements listed in the first paragraph of this report was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

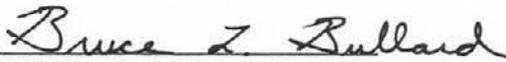
There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

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 2006 and the 2007 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 2005 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, agency management, and the agency's governing board and is not intended to be and should not be used by anyone other than these specified parties.


BRUCE L. BULLARD, CPA
Director of Financial and Compliance Audits

December 6, 2007

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2007

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
 - Comparative Schedule of Cash Receipts
 - Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller
 - 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 accountants' 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 accountants 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, 2007

P.A. 94-798 FISCAL YEAR 2007	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	\$ 932,400	\$ 821,708	\$ 0	\$ 821,708	\$ 110,692
State Contributions to Social Security	11,500	10,979	226	11,205	295
Contractual Services	248,300	204,112	7,202	211,314	36,986
Travel	12,000	7,298	733	8,031	3,969
Commodities	9,000	5,947	1,428	7,375	1,625
Printing	4,000	3,336	180	3,516	484
Equipment	25,500	19,056	6,064	25,120	380
Telecommunications	25,700	19,788	694	20,482	5,218
Operation of Automotive Equipment	2,800	1,945	365	2,310	490
Total Fiscal Year 2007	\$ 1,271,200	\$ 1,094,169	\$ 16,892	\$ 1,111,061	\$ 160,139

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, 2006

P.A. 94-0015 FISCAL YEAR 2006	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	\$ 805,015	\$ 0	\$ 805,015	\$ 109,985
State Contributions to Social Security	11,000	9,023	164	9,187	1,813
Contractual Services	239,600	194,009	35,935	229,944	9,656
Travel	12,000	10,786	117	10,903	1,097
Commodities	9,000	6,144	134	6,278	2,722
Printing	4,000	3,427	158	3,585	415
Equipment	34,500	25,469	8,619	34,088	412
Telecommunications	25,700	17,662	577	18,239	7,461
Operation of Automotive Equipment	2,800	2,023	108	2,131	669
Total Fiscal Year 2006	\$ 1,253,600	\$ 1,073,558	\$ 45,812	\$ 1,119,370	\$ 134,230

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 Years Ended June 30,

	Fiscal Year		
	2007	2006	2005
General Revenue Fund	P.A. 94-798	P.A. 94-0015	P.A. 93-0842
<hr/>			
Appropriations (Net of Transfers)	\$ 1,271,200	\$ 1,253,600	\$ 1,253,600
<hr/>			
<u>Expenditures</u>			
Personal Services	\$ 821,708	\$ 805,015	\$ 767,827
State Contributions to Social Security	11,205	9,187	8,476
Contractual Services	211,314	229,944	197,914
Travel	8,031	10,903	13,502
Commodities	7,375	6,278	7,605
Printing	3,516	3,585	3,978
Equipment	25,120	34,088	25,966
Telecommunications	20,482	18,239	20,137
Operation of Automotive Equipment	2,310	2,131	1,145
<hr/>			
Total Expenditures	\$ 1,111,061	\$ 1,119,370	\$ 1,046,550
<hr/>			
Lapsed Balances	\$ 160,139	\$ 134,230	\$ 207,050
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STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2007

		<u>Equipment</u>
Balance at July 1, 2005	\$	178,002
Additions		48,030
Deletions		0
Net Transfers		<u>(16,786)</u>
Balance at June 30, 2006	\$	<u><u>209,246</u></u>
Balance at July 1, 2006	\$	209,246
Additions		24,527
Deletions		0
Net Transfers		<u>(11,075)</u>
Balance at June 30, 2007	\$	<u><u>222,698</u></u>

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
COMPARATIVE SCHEDULE OF CASH RECEIPTS
For the Two Fiscal Years Ended June 30,

<u>General Revenue Fund (001)</u>	Fiscal Year		
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Copy Fees	\$ 0	\$ 8	\$ 0
Total Receipts	<u>\$ 0</u>	<u>\$ 8</u>	<u>\$ 0</u>

**RECONCILIATION SCHEDULE OF CASH RECEIPTS
TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
For the Two Fiscal Years Ended June 30,

<u>General Revenue Fund (001)</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Receipts per SUCSS Records	\$ 0	\$ 8	\$ 0
Add: Deposits in Transit, Beginning of Year	0	0	0
Less: Deposits in Transit, End of Year	<u>0</u>	<u>0</u>	<u>0</u>
Deposits Recorded by the State Comptroller	<u>\$ 0</u>	<u>\$ 8</u>	<u>\$ 0</u>

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
EXPLANATION OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2007

Significant variances in expenditures were determined to be changes of \$3,000 and at least 20% between fiscal years, and are explained below.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2007 AND 2006

EQUIPMENT

The decrease in equipment expenditures in FY07 was due to the purchase of equipment for the document scanning system in FY06. These expenditures were not repeated in FY07.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2006 AND 2005

EQUIPMENT

The increase in equipment expenditures during FY06 was due to the purchase of a server and a scanner totaling \$8,619 for the new document scanning system implemented in FY06.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2007

FISCAL YEAR 2007

EQUIPMENT

The SUCSS received and paid invoices during the lapse period for office furniture and computers ordered prior to June 30.

FISCAL YEAR 2006

EQUIPMENT

The SUCSS received and paid invoices during the lapse period for a server and scanner ordered prior to June 30.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2007

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, 2007

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. The electronic web-based applicant testing system went on-line in October 2005. The SUCSS will continue to add a significant number of examinations. The testing system is 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;
8. Utilize a document scanning system to create electronic files of many standard forms and historical business documents; and
9. Expand the membership of the advisory committees to obtain an even larger cross section of the overall employee constituency.

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2007

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, 2007.

<u>Division</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Administrative Division	5	6	7
Operations Division	6	6	3
Legal Services Division	1	1	1
Audit Division	1	1	3
IT Division	2	0	0
Total average full-time employees	<u>15</u>	<u>14</u>	<u>14</u>

Note: The SUCSS created an IT Division near the end of FY06.

SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)

<u>Examinations</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
new/revised/pending examinations	100	123	142
examinations given at the institutions	24,720	24,927	23,099
examinations reviewed for applicants per request	232	153	149

Classifications

total class specifications	1,192	1,194	1,209
new/revised/pending class specifications developed	100	123	142
reinstated class specification	0	0	0
deleted class specifications	3	30	12
training programs approved	21	22	24
pay ranges/rates approved	3,892	4,943	3,769

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2007

<u>Discharge Cases</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
written charges for discharge served on employees	51	55	67
employees who requested a hearing	14	11	16
cases withdrawn by employer before hearing	0	2	2
cases withdrawn by employer during/after hearing	1	0	1
cases withdrawn by employees before/after hearing	3	0	3
employees who resigned before hearing was held	2	2	4
employees who resigned during/after hearing held and before Merit Board decision	2	3	1
settlement before/during/after hearing	0	2	0
employees discharged by Merit Board	5	2	3
employees reinstated by Merit Board	1	0	2

Demotion Cases

notice of demotions served on employees	0	0	1
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	8	11	7
position descriptions reviewed	1,185	1,229	2,607
on-site desk audits conducted	134	98	177
verification of pay of employees performed	9,521	6,345	14,021
pay ranges/rates reviewed	1,947	1,467	2,007
applicant credentials reviewed	315	301	355
registers reconstructed	226	226	285
student appointments evaluated	20,267	11,545	15,247
nonstatus appointments reviewed	8,038	9,461	13,018

STATE OF ILLINOIS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2007

<u>Audits (continued)</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
active principal administrative appointments reviewed	5,561	2,646	8,351
administrative/employee interviews conducted	112	105	104
principal administrative appointment interviews conducted	112	103	170
temporary upgrade assignments	1,024	619	1,064