



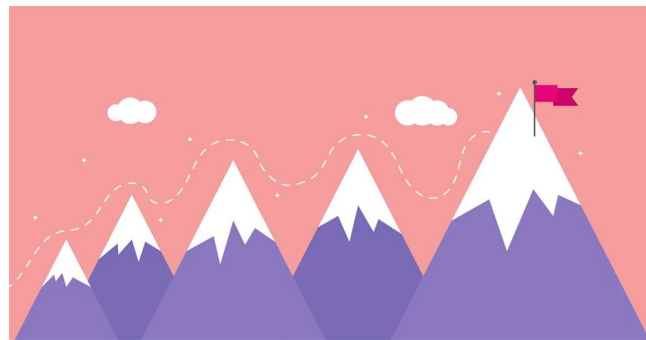
Library CS-Professional Promotion Program Pilot

Information Session

9/22/2023

Why a CS Professional Promotion Program Pilot?

- Library committed to ensure all employee groups have career advancement path (tenure system for faculty, SUCCS promotion lines for CS job classes)
- Beginning Oct 2018, SUCSS mandated that IHR use new exemption criteria for vacancies and employment changes. As a result, some Library APs (mostly IT, Business, or HR) have been reclassified to Civil Service Professional positions
- These positions are open range without a built-in promotion level
- To provide equity in offering career advancement opportunities, the Library is beginning a Civil Service Professional Promotion Program Pilot



What positions are eligible?

- CS Custom Class positions
 - in the Occupational Area 01
 - without a pre-defined promotion line
 - not represented by a bargaining unit
 - funded 100% by monies managed by the Library
 - may be part-time or full-time
- Must have 2 consecutive full years of Library annual performance evaluations in good standing
- Must have been 3 years or longer since last promotion (*)



(*) This applies to time between any promotion at the Library, not the time since initial hire



Will it be similar to the AP Promotion Program?

- The CS-P Promotion Program Pilot will resemble a more traditional promotion process
- Civil Service system **requires substantive changes** to the job duty descriptions to reflect promotion
- Each Civil Service Custom Class job family must have titles and job duties defined for each promotion level
- Supervisors will need to be closely involved in the promotion process and able to identify work within the unit that can be performed at the next promotional level and have support from the unit head & AUL/Director/Assistant Dean
- Will occur once per year (like AP Program)



Example career progression for IT

Working Title --> Classification	IT Specialist	A/V Specialist / Space Support Specialist	Infrastructure Specialist	Web Application Developer	Software Developer / Application Integration Developer	Typical Specialty Factors
IT Support Associate	Assoc IT Spec	Assoc A/V Spec				1. Limited or no specialty factor for entry levels
IT Technical Associate	IT Spec	A/V Spec	Assoc Infrastructure Spec			
	Sr IT Spec	Sr A/V Spec	Infrastructure Spec	Assoc Web App Devlpr	Assoc Software Devlpr	1. Experience includes exposure to a pertinent specialty
	Lead IT Spec	Lead A/V Spec	Sr Infrastructure Spec	Web App Devlpr	Software Devlpr	2. For Leads: Project or team leadership experience
			Lead Infrastructure Spec	Sr Web App Devlpr	Sr Software Devlpr	1. Multiple years experience in a pertinent specialty
			Prin Infrastructure Spec/Engr	Lead Web App Devlpr	Lead Software Devlpr	2. Advanced technical certifications
					Prin Software Devlpr	3. Project or team leadership experience
	IT Manager / Administrative Coordinator	Manager and/or Director roles		Manager, Director, and/or Architect roles		



Will it be similar to the AP Promotion Program?

- Because of wide variety of roles & work that CS-Ps perform, the promotion increase will be a percentage rather than a flat rate (min. 4%, but may be larger depending on increased duties/scope of responsibility with Dean's and campus approval).
- Employees should be aware that by applying for promotion, they will need to follow steps by IHR to complete the promotion. This may (very likely) involve a job audit and probationary period once promoted into the new role.
- We recommend a 2-year pilot to gain experience working with campus and fine-tune the process. Our goal is that the fully-developed program will have the CS-P initiate the promotion discussion by submitting a request on how they meet the next level's knowledge, skills, and abilities (similar to self-driven AP Program).



Considerations

- **Most Library CS-Ps have been in current roles a relatively short time**
- Our goal is to communicate this new program pilot out to supervisors and employees to raise awareness and **help lay groundwork** for future promotions including developing the promotion levels and job descriptions for the specific roles
- Pilot will have feedback/review to help improve over time



Next steps

1. By **Oct 5th**, the CS-P must email supervisor and HR (libraryhr@library.illinois.edu) of promotion interest
2. By **Nov 5th**, the supervisor needs to create the job description at the next level and a justification. Library HR will provide the justification questions.
3. By **Dec 5th**, promotion justifications and job descriptions are reviewed and vetted with Library HR and appropriate AULS/Director/Assistant Dean to make sure they align.
4. By late December, those being moved forward for promotion will receive notification and Library HR will process and submit the justification and job description for campus review. (Those not being moved forward will receive notification and additional information.)

Due to the fast timeline, be mindful of the dates and reach out quickly with questions.

