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 has begun a Civil Service Professional Promotion Program Pilot
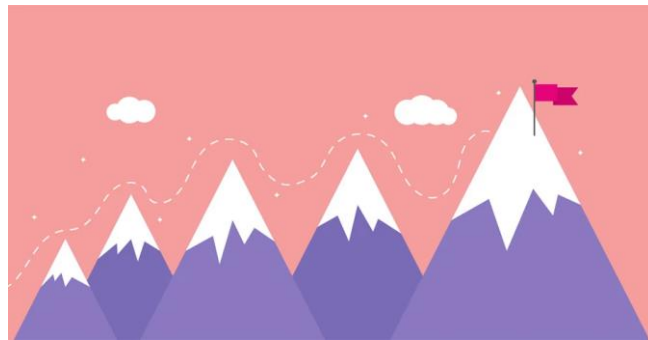
What positions are eligible?

- 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 annual performance evaluations in good standing
- Must have been 3 years or longer since last promotion (*)
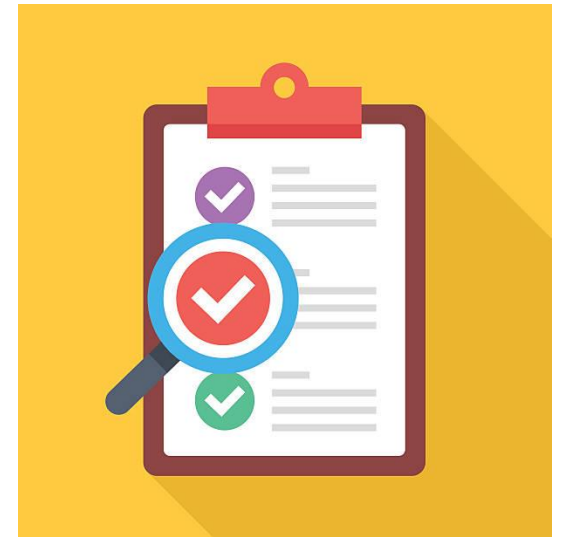
(*) This applies to time **_between_** any promotion at the Library, not the time since initial hire

Is it similar to the AP Promotion Program?

- The CS-P Promotion Program Pilot resembles 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 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
- Occurs 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*			*1. Experience as a practitioner in area(s) of responsibility*
							2. Project or team leadership experience

Is it similar to the AP Promotion Program?

- Because of wide variety of roles & work that CS-Ps perform, the promotion increase is 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 continue our 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 continue to communicate about this pilot 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 includes periodic feedback/review to help improve over time
- Note that Library is first-level of review and IHR (campus) is second-level and candidates must pass through both to get promoted

Next steps

1. By **Aug 7th,** the CS-P must email supervisor and HR (libraryhr@library.illinois.edu) of promotion interest
2. By **Oct 2nd**, the supervisor needs to create the job description at the next level and a justification. Library HR will provide the justification questions.
3. By **Nov 8th**, promotion justifications and job descriptions are reviewed and vetted with Library HR and appropriate AULS/Director/Assistant Dean to make sure they align. (note election year)
4. By early 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.)

Be mindful of the dates and reach out quickly with questions.