Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Civil Service Working Title Practices Summary

June 2025

Purpose
This guide summarizes expectations and options for units developing positions and career paths for civil service staff in different types of civil service classification.

Classification Type	Details
Custom, Overtime-Exempt	*Working titles*: Recommended for all positions to distinguish different functions and levels within a classification. *Promotions within a classification*: Levels/series of working titles within the classification are recommended.
Custom, Overtime Non-Exempt	*Working titles*: Recommended for all positions to distinguish different functions within a classification. *Promotions within a classification*: Levels/series of working titles within the classification are allowed where substantial distinctions in the level of duties exist without rising to an overtime-exempt level and resulting in reclassification/reallocation to another class.
Traditional, Overtime-Exempt	*Working titles*: Allowed for all open range positions. *Promotions within a classification*: Levels/series of working titles within the classification are allowed for the highest level of a promotional line, if the duties of a position continue to fall within that classification.* (Position reviews of proposed promotions in these classifications will also continue to consider reclassification/reallocation to other classes.)
Traditional, Overtime Non-Exempt	*Working titles*: Generally not applicable. These classifications are structured to be more uniform and internally comparable, so the class title is the working title.* *Promotions within a classification*: Not applicable.

All/General	Working titles should *not* exactly match another civil service classification title, to avoid confusion. Working titles should *not* match titles typically associated with exempted Academic Professional positions (e.g., Academic Adviser, Scientist, Research Specialist). Working title changes are generally Staff Appointment Changes submitted to IHR and other campus offices via JDX. See Recruitment & Hiring Guidelines for further information. Compensation changes without a working title change are Off-Cycle Pay Change requests submitted to IHR via JDX. See Hiring & Pay Approvals for further information. * *See also*: HR Career Architecture for guidelines specific to HR positions.

Other notes

Academic Professional (AP) positions are not reflected in this guide because they are not associated with a civil service classification specification. AP practices are most similar to those for custom, overtime-exempt civil service classifications.

Glossary

"Custom classifications" have minimum qualifications that allow for specialized requirements to be approved by the university rather than through the State Universities Civil Service System.

"Open range" is one of the four pay plans for civil service and describes classifications not associated with a collective bargaining unit.

"Traditional classifications" are all non-custom classifications.

"Working title" is an approved job title reflected on the job description and in Banner/HRFE that is different from the classification title to better describe the nature of a specific job.