The Operating Staff Personnel Advisor is a confidential resource person and consultant whose services are available to Civil Service employees. As such, the Operating Staff Personnel Advisor (OSPA) will serve Civil Service employees and the University Community by:

- Advising members of the operating staff about personnel policies and procedures within NIU
- Advising and assisting operating staff members who are dissatisfied with personnel or employment decisions, and who are not covered by a collective bargaining agreement negotiated with NIU
- Directing employees who are represented by union that bargains with NIU to appropriate resources within their bargaining unit for issues related to wages, hours, and conditions of employment
- Observing NIU’s personnel and employment processes and suggesting needed changes or clarifications

Upon request by an Operating Staff employee, the Operating Staff Personnel Advisor may:

- Accompany the employee to scheduled disciplinary meetings
- Accompany the employee to performance evaluation meetings
- Accompany the employee to meetings with AADR staff when filing a complaint or serving as a witness
- Accompany the employee to meetings with Human Resource Services staff, with the exception of Testing
  - When attending meetings with an Operating Staff employee, the OSPA’s role is to advise and provide support for the employee, but not to respond on the employee’s behalf

In general, the OSPA will:
- Interview and assess the needs of Operating Staff
- Provide clear direction to employees regarding who/what office can best serve their needs
- As authorized by the employee in writing, the OSPA may serve as liaison between Human Resource Services and the employee
- Prepare and maintain necessary records and reports
- Develop resource or referral materials
- Collaborate with Human Resources Staff to meet Operating Staff needs
- Provide an annual report to the Operating Staff Council President, or designee, which summarizes the activities of the advisor in such a way as to keep the identities of those served anonymous

Conditions:
The OSPA will undergo training with Human Resource Services and the Office of the Ombudsperson, in order to ensure that he/she is familiar with NIU’s administrative structure, policies and procedures, SUCSS and the Illinois civil service statutes, and the collective bargaining agreements negotiated with NIU.

The OSPA will receive up to 10% of release time from their current status position and responsibilities in order to perform OSPA duties; the OSPA duties shall not create justification for overtime. Compensation shall be the equivalent of a 10% increase in base rate pay, paid either through a temporary salary adjustment for an hourly employee or through additional pay for a salaried employee. Additional compensation will be funded by University Council.

The impact of the OSPA will be reviewed in Spring 2017. Review will be based in part on a nine-month status update. The report will be expected to include the number of direct consulting contacts, as well as the number of administrative committees/contacts and confidential evaluations, and should be submitted no later than April 30, 2017. Based upon the initial experience, the position may be made permanent through revision of University By-Laws, Article 9, or extended for a second year of pilot, or eliminated. Subject to review, OSPA duties may be relieved of responsibilities at any time by the Operating Staff Council President, or designee.

The OSPA will not be allowed access to Human Resource employee files without prior (in-person) written authorization by the employee.
Qualifications:
The Operating Staff Council shall hold an election for the position in May or June to facilitate a July 1, 2016 start date. The OSPA will be elected by the Operating Staff Council from qualified, full-time, non-probationary (initial probation) status employees. The OSPA must have permission from their supervisor to run for this office. The OSPA may not be in a classification represented by a union that bargains with NIU, in order to avoid conflicts regarding contractual obligations with collective bargaining agreements.
OPERATING STAFF COUNCIL

Operating Staff Personnel Advisor Application

Name: __________________________________________________________________________

(please print)

Department: ______________________________________________________________________

Office location: __________________________________________________________________

Supervisor’s approval is needed to serve as the Operating Staff Personnel Advisor if elected.

I, the undersigned, a member of the operating staff, am interested in serving as the Operating Staff Personnel Advisor. I am aware that supervisory approval is required due to the release time required.

___________________________________________________                       ____________________________
Applicant’s Signature                   Date

____________________________________________        ___________________________
Supervisor’s Signature                  Date

Please submit a resume and letter of interest along with this form signed by your supervisor.

Return form, resume, and letter of interest to:

Andy Small
Faraday Hall 363
asmall@niu.edu

by Tuesday, May 31, 2016 at 4:30 pm