

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



John Butler  
Merit Board Chair  
Gail Schiesser  
Executive Director

DATE: December 22, 2025

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser, Executive Director 

RE: **Preliminary Status Notice: Animal Care Series**

**A. Purpose:** The State Universities Civil Service System continues to revise and modify its classification plan. The overall objective is to provide an effective classification and examination system that meets the business requirements of the University System.

**B. Background:** Public Act 104-0299 amended the Illinois statute governing the practice of veterinary technicians. This change will take effect on January 1, 2026. As a result of this legislative change, the titles of the Animal Care Series (Class Codes 0678, 0679, 0680, and 3710) will be revised.

**C. Changes:**

1. The title of Animal Caretaker, Class Code 0678, will be revised. The revision will be a title change only. The new title will be Animal Caretaker 1. This change will be effective on January 1, 2026.
2. The title of Animal Care Technician, Class Code 0679, will be revised. The revision will be a title change only. The new title will be Animal Caretaker 2. This change will be effective on January 1, 2026.
3. The title of Animal Care Specialist, Class Code 0680, will be revised. The revision will be a title change only. The new title will be Animal Caretaker 3. This change will be effective on January 1, 2026.
4. The title of Animal Care Coordinator, Class Code 3710, will be revised. The revision will be a title change only. The new title will be Animal Caretaker 4. This change will be effective on January 1, 2026.

**D. Actions Required by Employers**

1. **Changes in Title:** This revision requires the application of Change-in-Title Policy #1. Please refer to the University System Procedures Manual, Section A, Subsection 3 (Change-In-Title) for more information on specific procedures: [www.sucss.illinois.gov/pages/ProcMan/default.aspx](http://www.sucss.illinois.gov/pages/ProcMan/default.aspx).

2. Authorization: Employers shall submit formal written requests to the University System before using any Change-In-Title procedure. The requests must provide detailed justification for the action. The University System's approval is required prior to implementation.

3. Examination Instruments: No changes will be made to the current examination instrument for this classification. For details on class specifications, visit the class specification link on our website at [www.succs.illinois.gov](http://www.succs.illinois.gov).

4. Registers:

a. The title of the Animal Caretaker register shall be changed to reflect the change in title to Animal Caretaker 1. The register for the renamed classification shall otherwise remain unchanged and shall not be voided. The Reemployment Register for the Animal Caretaker classification shall be changed to reflect the change in title to Animal Caretaker 1. The reemployment register for the renamed classification shall not be voided. The classification titles on affected registers shall be updated to reflect the change in title to Animal Caretaker 1.

b. The title of the Animal Care Technician register shall be changed to reflect the change in title to Animal Caretaker 2. The register for the renamed classification shall otherwise remain unchanged and shall not be voided. The Reemployment Register for the Animal Care Technician classification shall be changed to reflect the change in title to Animal Caretaker 2. The reemployment register for the renamed classification shall not be voided. The classification titles on affected registers shall be updated to reflect the change in title to Animal Caretaker 2.

c. The title of the Animal Care Specialist register shall be changed to reflect the change in title to Animal Caretaker 3. The register for the renamed classification shall otherwise remain unchanged and shall not be voided. The Reemployment Register for the Animal Care Specialist classification shall be changed to reflect the change in title to Animal Caretaker 3. The reemployment register for the renamed classification shall not be voided. The classification titles on affected registers shall be updated to reflect the change in title to Animal Caretaker 3.

d. The title of the Animal Care Coordinator register shall be changed to reflect the change in title to Animal Caretaker 4. The register for the renamed classification shall otherwise remain unchanged and shall not be voided. The Reemployment Register for the Animal Care Coordinator classification shall be changed to reflect the change in title to Animal Caretaker 4. The reemployment register for the renamed classification shall not be voided. The classification titles on affected registers shall be updated to reflect the change in title to Animal Caretaker 4.

e. The names of all employees on any of the Reemployment Registers for these renamed classifications must have the accumulated seniority transferred and placed on the Reemployment Register for the revised classification.

- f. Because the examination instrument will remain the same, individuals who have been restored to an Original Entry or Promotional Register shall retain their position on the appropriate register for the new classification.
- 5. Pay Rate or Ranges: Employers shall not lower an incumbent's rate of pay as a result of the changes detailed above.

Any other adjustment to the pay range for the classification to be implemented by the Employer shall be made in accordance with Pay Administration Procedures, University System Procedures Manual, Section D, Pay Administration Procedures. For more information on specific procedures: [www.sucss.illinois.gov/pages/ProcMan/default.aspx](http://www.sucss.illinois.gov/pages/ProcMan/default.aspx).
- 6. Status: All incumbents shall retain the status of their current appointment following the change in title, except that incumbents who complete their probation period before the effective date of the Final Status Notice shall then be a Status Employee in the classification.
- 7. Seniority:
  - a. The seniority lists shall be updated to reflect the classification's new title.
  - b. Transfer all accrued seniority in the "old" Animal Care classification(s) to the newly titled Animal Care classification(s) for affected employees. Seniority accrued in the "old" class is transferred to the "new" class on the effective date of the transaction.
  - c. Affected employees will continue to accrue seniority in the Animal Care class(es).
  - d. A Notice of Employment or similar notification shall be issued to all incumbents whose positions are changed by Change-in-Title procedures with the notation: "Change-In-Title – Policy #1."
- E. Contact Information: If you have any questions or need additional information, please contact the University System office at: [cecdvision@sucss.illinois.gov](mailto:cecdvision@sucss.illinois.gov).