

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
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John Butler
Merit Board Chair
Gail Schiesser
Executive Director

DATE: April 15, 2026

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser, Executive Director

RE: **Preliminary Status Notice: Security Officer Classification
(Class Code 4212)**

- A. **Purpose:** The State Universities Civil Service System continues to revise and modify its classification plan. The overall objective is to provide a structured and consistent classification and examination system that provides employment within the University System on the basis of merit and fitness.
- B. **Background:** The **Security Officer (Class Code 4212)** classification specification and examination have been revised. The proposed revisions align with Illinois law and incorporate proven practices in human resource administration.

The Security Sergeant (Class Code 4213) is currently under review and is not affected by this Preliminary Status Notice. Proposed revisions will be released separately and at a later time.

C. Actions Required by Employers

1. **Feedback:** If you have feedback on these proposed revisions, please email: cecdivision@sucss.illinois.gov no later than Friday, May 15, 2026.
2. **Class Specification Examination Instruments**
 - a. The revised class specification is available for preview on the Class/Exam Status Notices page of our website at www.sucss.illinois.gov/pages/csn/default.aspx. The proposed effective date for this revised class specification is Monday, June 1, 2026.
 - b. The examination instruments will be available for preview in E-Test until Friday, May 29, 2026. The examining instruments for the Security Officer classification will be effective on June 1, 2026. For details on the class specification and other information, visit the class specification link on our website at <https://www.sucss.illinois.gov/pages/classspec/Detail.aspx?tblClassIndexID=3537>.
 - c. When the new examination and scoring plan becomes effective on June 1, 2026, the employer shall stop using previous testing material in its possession related to this

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- classification. However, any previous examination and scoring materials that contain notes or memoranda that are a public record, as defined in the Illinois Freedom of Information Act (5 ILCS 140/2), or the employer's policies, shall be retained as required under the employer's records retention policies.
- d. The employer shall destroy all previous testing material in its possession related to this classification. However, any previous examination and scoring materials that contain notes or memoranda regarding a specific employee's examination and are attached to or are a part of that specific employee's examination shall be retained as required under the employer's records retention policies.
 - e. All versions of Employment Guidelines associated with this classification shall be voided at the close of business on May 29, 2026. New Employment Guidelines will **not** be issued.
 - f. Employers are responsible for administering appointment and promotional processes in accordance with the State Universities Civil Service Act (110 ILCS 70/36b et seq.) and the Illinois Administrative Code tit. 80, Ch. VI, Part 250. For more information, please see: www.sucss.illinois.gov/pages/sar/default.aspx

3. Registers:

- a. Employment registers for the Security Officer classification shall be voided at the close of business on May 29, 2026.
- b. Reemployment Registers: Reemployment Registers shall not be voided.

Contact Information: If you have any questions or need additional information, please contact the University System office a