STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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John Butler
Merit Board Chair
Gail Schiesser
Executive Director

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser, Executive Director

Gail M Schiesser Digitally signed by Gail M Schiesser Date: 2026.10.29 09:47:54 -05'00'

DATE: October 29, 2026

RE: **Final Status Notice: Member Services Representative 1 Classification (Class Code 4819)**

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 **Member Services 1 Classification (Class Code 4819)** classification specification and examination have been revised. The revisions align with Illinois law and incorporate proven practices in human resource administration.

C. Actions Required by Employers

1. **Class Specification Examination Instruments**

   a. The revised class specification will be available and effective on **Monday, November 30, 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/default.aspx

   b. The examining instruments for this classification will be available in E-Test and effective on **Monday, November 30, 2026.**

   c. When the new examination and scoring plan becomes effective on **Monday, November 30, 2026**, the employer shall stop using previous testing material in its possession related to this 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 **Wednesday, November 25, 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

2. Registers:

a. Employment registers for this classification shall be voided at the close of business on **Wednesday, November 25, 2026**.

b. Re-Employment Registers: Re-Employment Registers shall not be voided.

Contact Information: If you have any questions or need additional information, please contact the University System office at cecdivision@sucss.illinois.gov.