75th Annual Report

FY 2026
July 1, 2025—June 30, 2026

State Universities Civil Service System

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MESSAGE FROM THE EXECUTIVE DIRECTOR

The State Universities Civil Service System respectfully submits its 75th Annual Report. This Report provides an overview of the agency's business operations, programs, and initiatives, along with a brief description of the agency's FY 2027 Action Plan. This Report demonstrates our continuing commitment to proven policies, procedures, and practices that allow us to maintain and improve the statutorily directed programs of personnel administration and regulatory oversight of public universities and higher education agencies in the State of Illinois.

We continue to strive for a functional convergence with state universities, higher education agencies, employee constituency groups, and labor organizations to foster an environment of open interaction, trust, and professionalism in service of the agency's goals. This approach has enabled us to build and develop our fundamental programs, upgrade the classification and examination plan, revise and improve the audit program, and has allowed us to continue the process of updating our administrative program so that it meets the dual goals of maintaining a plan for personnel administration and essential oversight of the human resources programs throughout higher education, by providing the structures, procedures, and practices higher education employers need to meet their essential missions, while also protecting the established rights of employees within the public university system.

As an agency, our legislative mandate is to maintain and administer a personnel program that assures job applicants at higher education employers have the opportunity to compete for employment based on merit and fitness, and allows employers to attract high-quality applicants by utilizing sound processes. The job market continues to evolve in response to technological advancements, economic shifts, and fiscal uncertainties. The resulting constriction of job applicant pools exacerbates the challenges of administering a personnel program and overseeing already-stressed higher education agencies and public universities. It is our obligation to develop and utilize policies and practices that allow each University System employer to compete fairly in a highly competitive job market, while maintaining the fundamental principles of fitness and merit and the rights established by our statute for employees and applicants.

We are grateful to the Illinois higher education community and to the broader statewide network of state agencies and legislative offices for their continued support and commitment to our efforts and services. This Report demonstrates our commitment to upholding high standards of public accountability, consistent with our statutory responsibilities and obligations. We hope you find this Report clarifying and informative.

Gail Schiesser
Executive Director

AGENCY PROFILE

The central task of the State Universities Civil Service System (the University System or agency) is to ensure opportunities for employment at the State's public universities and higher education agencies based on merit and fitness. To accomplish this goal, the State Universities Civil Service Act[1] (the Act) instructs the agency to establish a "sound program of personnel administration."

A core component of this sound personnel administration program is the civil service classification plan and examination program. The classification plan and the examinations related to the job classifications that make up the plan are continuously monitored and modified to ensure that this program both meets the evolving needs of constituent employers and comply with the Act and Civil Service Rules.[2]

At the end of FY 2026, the program included 868 classifications, each with its own examination. These examinations were utilized in pre-employment testing of 54,219 applicants and promotional candidates during FY 2026.

Operating with a staff of 15 people at the end of FY 2026, the agency provides essential regulatory oversight for approximately 24,500 civil service employees throughout the state of Illinois. The University System also monitors the designation of more than 5,600 principal administrative employees under Section 36e(3), more than 13,600 student employees under 36e(5), and 16,700 exempt administrators and faculty members under 36e(2) and 36e(4).

As regulators, the University System works collaboratively with the higher education community by:

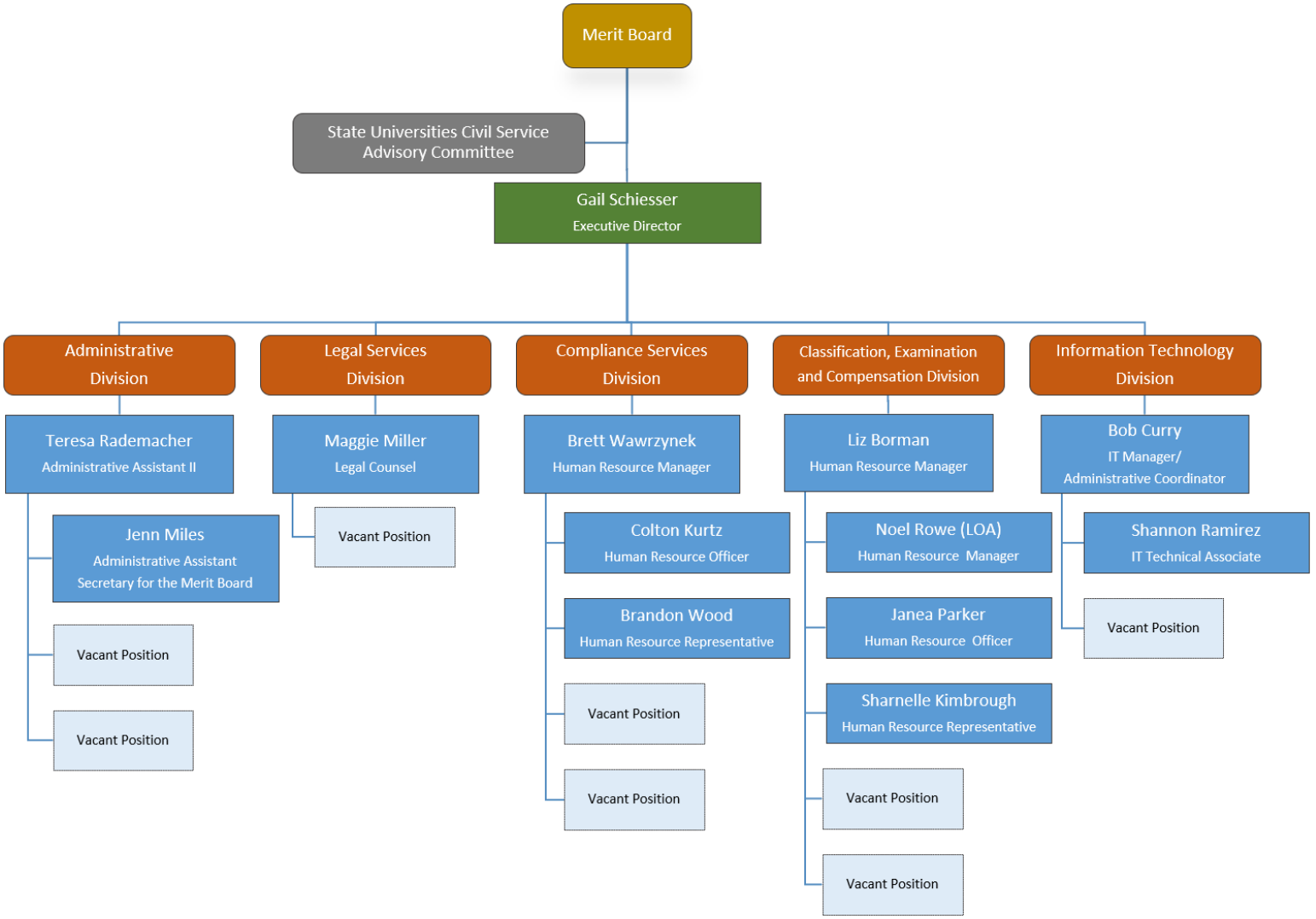
- Providing training for human resource personnel at employers governed by the agency and answering questions regarding the requirements of the Act, Civil Service Rules, and various procedures in place.
- Responding to requests from employers for changes to the classification plan or unique personnel transactions, such as compensatory qualifications.
- Working closely with the Employee Advisory Group and Designated Employer Representatives to identify opportunities for clarification or improvement within the classification plan or Civil Service Rules.
- Performing audits and reviewing personnel transactions to ensure compliance with the Act, Civil Service Rules, and related procedures.

During FY 2026, the University System oversaw thousands of civil service employment transactions, including hiring, promotions, layoffs, discharges, and salary adjustments. The agency also coordinated with employers to revise the Act, Civil Service Rules, and related procedures to ensure that the program of personnel administration continues to promote efficiency and economy within the higher education community by providing a consistent application of personnel policies and practices throughout the State.

[1] 110 ILCS §70/36b-70/36t

[2] Illinois Administrative Code tit 80 Ch. VI, Part250.

ORGANIZATIONAL CHART (SEPTEMBER 2026)



JURISDICTION

In 1951, the Illinois legislature passed the State Universities Civil Service Act ("the Act"), effective January 1, 1952. The Act created a "classified civil service system to be known as the “State Universities Civil Service System" or "University System."[3]

The legislature specified that the University System was to be "a separate entity of the State of Illinois," which "shall be under the control of a Board to be known as the University Civil Service Merit Board."[4]

The purpose of the University System is to establish a sound program of personnel administration for its constituent agencies and universities.[5] These include:

Place of Employment	Letters	Numbers
Chicago State University	CSU	151
Eastern Illinois University	EIU	110
Governors State University	GSU	153
Illinois Board of Higher Education	IBHE	940
Illinois Community College Board	ICCB	930
Illinois State University	ISU	130
Illinois Student Assistance Commission	ISAC	920
Northeastern Illinois University	NEIU	150
Northern Illinois University	NIU	140
Cook County	NIUCC	144
Lorado Taft	NIULT	141
Naperville	NIUN	540
Rockford	NIUR	145
Southern Illinois University Carbondale	SIUC	200
Southern Illinois University Edwardsville	SIUE	250
Southern Illinois University School of Medicine	SIUSM	225
State Universities Civil Service System	SUCSS	900
State Universities Retirement System	SURS	910
University of Illinois at Chicago	UIC	050
University of Illinois Hospital and Clinics	UICHC	059
University of Illinois College of Medicine at Peoria	UICOMP	058
University of Illinois College of Medicine at Rockford	UICOMR	057
Division of Specialized Care for Children	DSCC	052
Division of Specialized Care for Children, Chicago	DSCCC	053

[3] 110 ILCS 70/36b(1)
[4] 110 ILCS 70/36b(3)
[5] 110 ILCS70/36b(2)

JURISDICTION continued…

Place of Employment	Letters	Numbers
University of Illinois at Urbana-Champaign	UIUC	000
Cooperative Extension Office	UIUCCE	005
Cooperative Extension Cluster 1 - Carroll, Jo Daviess, Lee, Stephenson, Whiteside, and Winnebago Counties)	UIUCCE1	030
Cooperative Extension Cluster 2 - Boone, DeKalb, Lake, McHenry, and Ogle Counties	UIUCCE2	031
Cooperative Extension Cluster 3 - DuPage, Grundy, Kane, Kankakee, Kendall, and Will Counties)	UIUCCE3	032
Cooperative Extension Cluster 4 - Cook County	UIUCCE4	033
Cooperative Extension Cluster 5 - Henderson, Henry, Knox McDonough, Mercer, Rock Island, Stark, and Warren Counties	UIUCCE5	034
Cooperative Extension Cluster 6 - Bureau, Fulton, LaSalle, Marshall, Mason, Peoria, Putnam, and Tazewell Counties	UIUCCE6	035
Cooperative Extension Cluster 7 - Champaign, Ford, Iroquois, Livingston, McLean, Vermilion, and Woodford Counties	UIUCCE7	036
Cooperative Extension Cluster 8 - Adams, Brown, Calhoun, Cass, Greene, Hancock, Morgan, Pike, Schuyler, and Scott Counties	UIUCCE8	037
Cooperative Extension Cluster 9 - DeWitt, Logan, Macon, Menard, Piatt, and Sangamon Counties	UIUCCE9	038
Cooperative Extension Cluster 10- Bond, Christian, Clinton, Jefferson, Jersey, Macoupin, Marion, Montgomery, and Washington Counties	UIUCCE10	039
Cooperative Extension Cluster 11 - Clark, Coles, Crawford, Cumberland, Douglas, Edgar, Moultrie, and Shelby Counties	UIUCCE11	040
Cooperative Extension Cluster 12- Clay, Edwards, Effingham, Fayette, Jasper, Lawrence, Richland, Wabash, and Wayne Counties	UIUCCE12	041
Cooperative Extension Cluster 13 - Franklin, Jackson, Madison Monroe, Perry, Randolph, St. Clair, and Williamson Counties	UIUCCE13	042
Cooperative Extension Cluster 14 - Alexander, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union and White Counties	UIUCCE14	043
Department of Agronomy, College of ACES	UIUCDA	006
Dixon Springs Agricultural Center	UIUCDS	007
Robert Allerton House	UIUCRAH	001
Robert Allerton Park	UIUCRAP	003
University of Illinois Springfield	UIS	154
Western Illinois University	WIU	120
Quad Cities	WIUQC	121

JURISDICTION continued…

Less than five years after the legislature created the State Universities Civil Service System, the legislature enacted the Personnel Code.[6] The Personnel Code established a civil service system for merit-based employment across the Illinois government. Nonetheless, the legislature maintained the University System as a separate agency for the higher education community.

Within the State Universities Civil Service System in particular, the legislature determined that "all certificates, appointments, and promotions to positions in these agencies and institutions shall be made solely on the basis of merit and fitness, to be ascertained by examination, except as specified in Section 36e."[7] Specifically, the legislature exempted the following from civil service:

(1) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;
(2) The presidents and vice-presidents of each educational institution and the executive director, directors, deputy directors, managing directors, chiefs, and attorneys of each higher education agency;
(3) Other principal administrative employees of each institution and agency as determined by the Merit Board;
(4) The teaching, research and extension faculties of each institution and agency;
(5) Students employed under rules prescribed by the Merit Board, without examination or certification.

Since issuing this directive in 1952, the legislature has revised the Act multiple times without ever deviating from its stated purpose of ensuring opportunity based on merit and fitness.

The Merit Board supplemented this purpose in Administrative Rule ("Civil Service Rules"), stating that its Rules were adopted both to "establish a sound program of personnel administration," and "to promote efficiency and economy in the services performed" by constituent employers.

Ultimately, the Merit Board determined that its program of personnel administration should "provide equal opportunity for all, equal pay for equal work, and career opportunities comparable to those in the business industry, which will attract outstanding personnel to the State university service."

[6] 20 ILCS 415/et seq.
[7] 110 ILCS 70/36b(2), emphasis added

UNIVERSITY CIVIL SERVICE MERIT BOARD

The governing body of the University System is the University Civil Service Merit Board, also referred to as the "Merit Board." The Merit Board is composed of 11 members appointed by the public universities of the State of Illinois.

The current membership of the Merit Board is as follows:

Jose Alba Western Illinois University	Ramon Cepeda University of Illinois	J. Todd Phillps Northeastern Illinois University
Barb Bauer Eastern Illinois University	Tami Craig Schilling University of Illinois	Robert Navarro Illinois State University
Carolyn Blackwell University of Illinois	Jim Kvederas Governor State University	John Simmons Southern Illinois University
John Butler – Chair Northern Illinois University	Jason Quiara Chicago State University	

The Merit Board meets several times a year to conduct activities necessary to direct, manage, and maintain the agency's business operations. The powers and duties of the Merit Board are set forth in Section 36d of the Act. During FY 2026, the Merit Board held three meetings on August 19, 2025, December 9, 2025, and March 10, 2026. The Executive Committee of the Merit Board also held one meeting on January 30, 2026. All meetings were held at the University System in Urbana and simultaneously by video conference at the various Illinois public universities.

All Merit Board meetings are open to the public and conducted in accordance with the Open Meetings Act. Formal business activities and actions are captured in the minutes as required and publicly provided at the agency’s website. Organized statewide advisory committees and groups are consulted on a regular basis and provided various opportunities for interaction with the Merit Board on numerous topics. A complete, detailed account of all Merit Board activities, the formal Merit Board minutes, and a schedule of its yearly meeting dates can be found on the agency’s website at www.sucss.illinois.gov.

ADVISORY GROUPS

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE

The State Universities Civil Service Advisory Committee, also known as the Employee Advisory Committee (EAC), is mandated by Section 36c of the Act. The committee is chaired by Jill Odom of the University of Illinois at Urbana-Champaign. EAC meets quarterly at campuses throughout the state, providing opportunities for civil service employees at the host university to attend and participate. Committee members are elected by civil service employees at each of the universities and agencies they represent. Members serve as representatives of their constituents and function in an advisory capacity to the Merit Board on "all matters pertaining to the University System."

During FY 2026, meetings were held on July 22 and 23, 2025, at Chicago State University; October 22 and 23, 2025, at Governors State University; January 29 and 30, 2026, at the University System; and April 21 and 22, 2026, at the University System.

The Executive Committee held eleven meetings on August 28, 2025, October 23, 2025, October 31, 2025, January 30, 2026, February 5, 2026, February 11, 2026, February 19, 2026, February 26, 2026, March 2, 2026, April 22, 2026, and April 27, 2026, at the University System and via video conferencing.

EAC also held two Special Committee Meetings on February 17, 2026, and March 3, 2026, via video conferencing.

More information is available on the agency's website at www.sucss.illinois.gov.

DESIGNATED EMPLOYER REPRESENTATIVE GROUP

The Designated Employer Representative (DER) Group comprises the Human Resource Directors, DERs, or other human resource personnel from each university or agency. This group plays a significant role in our overall general review and maintenance of the University System Classification Plan, the Code, and procedures. This collaboration is essential to maintaining an oversight system of rules and procedures that are consistent with the demands of the various complex employment environments within the University System.

During FY 2026, the group met on August 8, 2025, November 21, 2025, and February 20, 2026.

More information is available on the agency's website at www.sucss.illinois.gov.

EMPLOYEE SERVED DATA (June 2026)

Organizations Served	Civil Service Employees (See Note 1)	Total Status Employees	Total Non Status Employees	Exemptions					Total Employees (See Note 3)
				36e(2) Employees	36e(3) Employees	36e(4) Employees	36e(5) Employees	Total Exemptions	
System Total	**24,487**	**21,872**	**2,615**	**125**	**5,626**	**16,763**	**13,659**	**36,173**	**60,660**
University of Illinois	**13,868**	**12,530**	**1,338**	**8**	**4,203**	**9,610**	**6,677**	**20,498**	**34,366**
Chicago	3,137	2,862	275	3	1,576	3,972	2,168	7,719	10,856
College of Medicine at Peoria	173	163	10	0	55	245	0	300	473
College of Medicine at Rockford	145	108	37	0	22	119	17	158	303
Division of Specialized Care for Children	261	259	2	0	7	0	0	7	268
Springfield	337	282	55	1	140	303	226	670	1,007
UIC Hospital and Clinics	2,999	2,838	161	0	468	1	8	477	3,476
Urbana-Champaign	6,816	6,018	798	4	1,935	4,970	4,258	11,167	17,983
Southern Illinois University	**4,482**	**3,817**	**665**	**10**	**565**	**1,692**	**1,803**	**4,070**	**8,552**
Southern Illinois University Carbondale	1,582	1,153	429	8	190	210	1,039	1,447	3,029
Southern Illinois University Edwardsville	1,129	1,043	86	1	102	1,345	764	2,212	3,341
Southern Illinois University School of Medicine	1,771	1,621	150	1	273	137	0	411	2,182
Other Universities	**5,649**	**5,040**	**609**	**47**	**816**	**5,461**	**5,179**	**11,503**	**17,152**
Chicago State University	246	233	13	9	61	353	25	448	694
Eastern Illinois University	513	491	22	5	77	424	358	864	1,377
Governors State University	365	328	37	7	53	579	148	787	1,152
Illinois State University	1,945	1,649	296	5	175	1,774	2,241	4,195	6,140
Northeastern Illinois University	415	374	41	6	182	448	294	930	1,345
Northern Illinois University	1,595	1,426	169	12	193	1,384	1,466	3,055	4,650
Western Illinois University	570	539	31	3	75	499	647	1,224	1,794
Agencies	**488**	**485**	**3**	**60**	**42**	**0**	**0**	**102**	**590**
Illinois Board of Higher Education	26	26	0	15	18	0	0	33	59
Illinois Community College Board	44	44	0	12	0	0	0	12	56
Illinois Student Assistance Commission	235	232	3	23	9	0	0	32	267
State Universities Civil Service System	14	14	0	2	0	0	0	2	16
State Universities Retirement System	169	169	0	8	15	0	0	23	192

Note 1: Total Civil Service Employees is the sum of the Total Status Employees and Total Non-Status Employees.
Note 2: Total Non-Status Employees is the sum of all individuals currently employed as Interns, Apprentices, Temporary, Extra-Help, and Provisional.
Note 3: Total Employees is the sum of Total Status Employees, Total Non-Status Employees, and Total Exemptions.

36e(2) – presidents and vice-presidents of each educational institution.
36e(3) – other principal administrative employees of each institution and agency as determined by the Merit Board.
36e(4) – the teaching, research, and extension faculties of each institution and agency.
36e(5) – students employed under rules prescribed by the Merit Board, without examination or certification.

FISCAL ACCOUNTABILITY AND YEARLY BUDGET PROCESS

The University System is a participant in and component of the Illinois Board of Higher Education's (IBHE) annual budget review and recommendation process for the Illinois public higher education community. The final annual budget recommendation is the culmination of a review and formal approval process by IBHE for the Illinois public higher education community.

This process begins in early September with a budget presentation and proposal to the Merit Board. Upon approval by the Merit Board, the budget proposal is submitted to IBHE and the Governor's Office of Management and Budget (GOMB) for discussion and review. Following a statewide review of budget proposals submitted by the entire Illinois public higher education community, IBHE and GOMB issue final budget recommendations and appropriation proposals for the state's public higher education community.

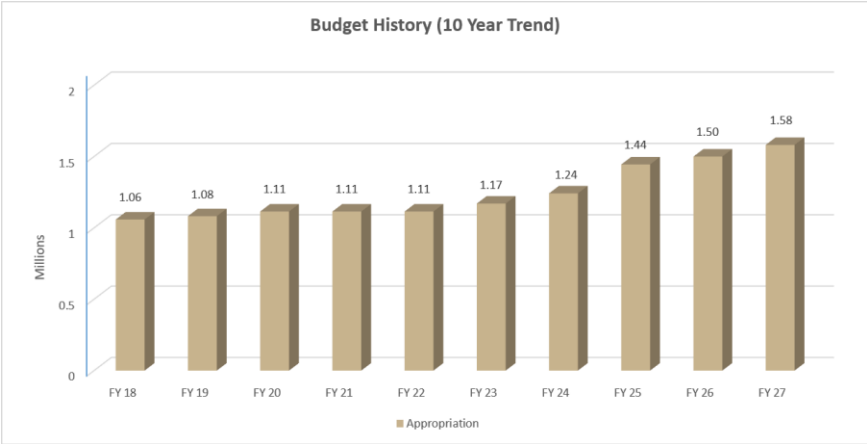
Further presentations and discussions with IBHE are then conducted to provide additional clarification and input to consider possible revisions of the recommended budget and appropriation proposal. Ultimately, IBHE, as well as GOMB, adopts the final budget and appropriation proposal for the entire Illinois public higher education community.

The agency's final appropriation request is, therefore, a component of the statewide Illinois public higher education budget recommendation, which is submitted to the Governor's office for state budget appropriation planning and subsequent legislative consideration. Significant oversight and review of budget parameters are conducted by the Merit Board, IBHE, GOMB, and various legislative committees before final annual appropriations are approved and distributed.

The agency is proud of its accomplishments and continued progress in implementing modernization efforts. Many of the initiatives have significantly generated financial and resource savings at the agency level and have strengthened relationships with the universities and agencies under its oversight.

The University System remains committed to its statutory objective of providing essential oversight of the human resources programs throughout the state's public university system. Through fiscal responsibility, efficiency, and innovative business practices, the University System continues to promote effective management and operational excellence throughout the higher education community.

In FY 2026, the University System's appropriation was $1,510,000, allocated as a lump-sum appropriation. Total expenditures for the fiscal year were $1,339,981. Actual employee headcount as of June 30, 2026, was 14 full-time employees and 1 part-time employee. The average monthly full-time equivalent headcount for FY 2026 was 13. The graph below is a historical recap of the agency's budget since FY 2018.



PRINCIPAL ADMINISTRATIVE APPOINTMENTS

The Merit Board is statutorily obligated to determine whether employees designated as exempt from the Act by a University System employer have been properly exempted from the Act and the Civil Service Rules. The Merit Board has delegated the responsibility for making these determinations to the Executive Director.

In 2017, a complaint was filed with the Office of Executive Inspector General (OEIG) alleging that University System employers improperly exempted employees from the Act and the Civil Service Rules. During the investigation that followed, the University System met with interested parties, including a series of meetings between the Merit Board Chair and university higher education human resources leadership. Each session was followed by a meeting between the Merit Board Chair and the statutorily created EAC.

This collaborative process enabled the Merit Board and the University System to reach an agreement with University System employers regarding the application and interpretation of the phrase "principal administrative employees" and the implementation of a revised Principal Administrative Appointment Exemption Procedures Manual. The various employers were intensely involved in revising the PAA Exemption Procedures Manual. This agreement states that "Principal Administrative Appointments (PAA) may be exempt pursuant to Section 36e(3) of the Act, whose primary duties constitute senior management or senior administrative functions for an entire university, campus, agency, administrative/business department/unit, or academic department/unit." The procedure also describes the criteria to be considered by the employers and the agency in determining whether a position may be exempted from the provisions of the Act if "the position does not fit within the general scope, duties, or function of an existing civil service classification."

On October 1, 2018, when the agreed procedure went into effect, the ratio of status civil service positions to exempt PAA positions at the University System employers' system-wide was 2.98:1. At the end of FY 2026, that ratio was 3.88:1. The total employee data is below:

DATE	Total Civil Service Status Positions System-Wide	Total PAA (Exempt) Positions System-Wide	Ratio of Civil Service Status Positions to PAA (Exempt) Positions	Percentage of PAA (Exempt) Positions to Civil Service Status Positions
9/30/2018	18,219	6,121	2.98:1	25.15%
6/30/2025	22,121	5,757	3.84:1	20.65%
6/30/2026	21,872	5,626	3.88:1	20.46%

The improper designation of positions as exempt from the Act remains a concern for the agency.

The University System conducts Governance, Risk, and Compliance Audits approximately every three years at each of the universities and agencies. The University System's audit procedures were modified to include an assessment of the employer's compliance with these 2018 Exemption Procedures. If the audit of a University System employer demonstrates continued improper designation of positions as exempt from the Act, the University System will require that the improperly designated positions be correctly designated in the proper civil service classification, along with any other appropriate remedies.

FY 2026 Agency Activities

Business Processes

The agency continues to update and modify its business processes to better meet the operational needs of the employers it serves. Some of these business functions include:

- Propose an annual budget to present to the Illinois Board of Higher Education;
- Work with the State ERP Team on the development of a new payroll system;
- Work with CMS on required documents;
- Work with the Comptroller's Office on required documents;
- Develop, modify, and maintain the classification plan;
- Ensure reliability and validity of each examination;
- Develop and administer web-based applications, including electronic testing (E-Test), specialty factors, salary ranges, and electronic data submission;
- Coordinate, administer, and proctor the Police Sergeant Oral Board examinations;
- Process and analyze requests for position reclassifications;
- Review requests for compensatory qualifications;
- Review Extra Help Appointment Extensions beyond 900 hours;
- Review Intern Appointment requests;
- Review Specialty Factors for a position;
- Maintain a Supported Employee Program;
- Review requests for Student Appointment Exceptions;
- Review salary data;
- Maintain a Salary Data System;
- Collect salary data from University System employers semi-annually;
- Assist in recruitment, training, and retention of underrepresented candidates into various civil service positions;
- Comply with the biennial compliance audit conducted by the Illinois Auditor General;
- Review of the Act, civil service rules, internal policies, and procedures for the University System;
- Review and respond to Freedom of Information Act requests;
- Manage the discharge and demotion process to ensure compliance with the Act, civil service rules, and procedures;
- Ensure each University System employer complies with the Act and University System procedures through a triennial compliance audit plan;
- Request for review made to the Executive Director of any acts or omissions by an employer; and
- Provide a comprehensive resource for all agency operations and constituency relations.

Classification Plan Management

One of the agency's core programs is the maintenance and management of the Classification Plan. The Act[8] created a classified civil service system for the State's public universities and higher education

[8] 110 ILCS 70/36b(1)

agencies. The Classification Plan is an organized, structured system that groups similar positions into classifications based on the typical duties and responsibilities performed by employees in those positions, as well as the competencies and skill sets required.

Developments in technology, legislative changes, evolving skills, changes in the workforce or the marketplace, and other factors directly affect classifications and examinations. These ongoing changes require the continued evaluation and review of the classification plan for revisions, consolidations, or elimination of classes.

The University system administers a classification plan containing 868 classifications (including one alternative title). Management and maintenance of the classification plan includes revisions to existing class specifications and examinations, development of new class specifications and examinations, deletion or consolidation of obsolete or underused classifications, and ongoing review.

The ongoing review encompasses existing class specifications and examinations, as well as evaluations of requests from University System employers for new classifications and revisions. The review process involves a thorough analysis of the existing or proposed classification and examination to strategically prioritize revisions for appropriate resource allocation, considering factors such as feasibility, impact, and urgency.

Revising or developing a class specification and its corresponding examination involves careful analysis and research into industry standards, proven practices, the classification's current use, relationship to other classes, opportunities for prospective applicants based on merit and fitness, and relevant laws and regulations.

The processes for development, revision, deletion, and consolidation typically entail multiple steps, including discussions with University System employers, multiple notices distributed to University System employers and posted on the University System's public website, a feedback period, and the finalization of the class specification and examination.

Classifications and Examinations Reviewed, Revised, Deleted, and in Development

As a result of the passage of Public Act 104-0299, which amended the Veterinary Medicine and Surgery Practice Act of 2004, five classifications were revised by changing their titles:

- Animal Caretaker Series:
  - Animal Caretaker 1 (previously titled Animal Caretaker)
  - Animal Caretaker 2 (previously titled Animal Care Technician)
  - Animal Caretaker 3 (previously titled Animal Care Specialist)
  - Animal Caretaker 4 (previously titled Animal Care Coordinator
  - Veterinary Care Generalist (previously titled Veterinary Technician (General)

In addition, the following class specification and examination was revised in FY 2026 and became effective on July 1, 2026, at the request of an employer, who was experiencing significant recruiting and

cost challenges due to a non-essential licensure requirement. The University System revised this class specification and examination to a competency-based framework that focuses on knowledge, skills, and abilities. Future revisions will use this approach to identify and assess applicants' proficiency and aptitude:

- Security Officer

A total of six classifications and examinations were revised.

Deletion of class specifications and examinations requires an analysis of historical data, including the current number of employees in the classification and the number of examinations administered in recent years. Class specifications and examinations deleted were:

- Archaeological Assistant
- Cartographer
- Coin Machine Attendant
- Locker Room Attendant
- Meteorological Aide
- Supervisor of Rehabilitation Equipment & Facilities

A total of 6 classifications and examinations were deleted.

The following is a list of classifications and examinations that were reviewed for use, revision, and prioritization.

- Accounting Series:
  - Accounting Assistant
  - Accounting Officer
  - Accounting Specialist
- Accreditation and Regulatory Specialist
- Activity Therapist
- Administrative Aide
- Administrative Assistant
- Admissions and Records Associate
- Admissions and Records Series:
  - Admissions and Records Assistant
  - Admissions and Records Representative
  - Admissions and Records Officer
  - Admissions and Records Coordinator
- Aircraft Mechanic Series:
  - Aircraft Maintenance Mechanic Helper
  - Master Aircraft Maintenance Mechanic
  - Aircraft Shop Sub-Foreman
- Anatomy Curator Series:
  - Anatomy Curator
  - Anatomy Curator Coordinator
- Animal Imaging Series:
  - Animal Imaging Technician
  - Animal Imaging Specialist
- Archaeological Technician
- Architectural Draftsman Series:
  - Architectural Draftsman I
  - Architectural Draftsman II
  - Chief Architectural Draftsman
- Assembly Hall Series:
  - Assembly Hall Attendant
  - Assembly Hall Stagehand
  - Assembly Hall Physical Facilities Supervisor
- Assistant Tree Surgeon
- Athletics Facilities Maintenance Series:
  - Athletic Facilities Attendant
- Benefits Counselor Series:
  - Benefits Representative

- Benefits Officer
- Benefits Counselor
- Benefits Service Supervisor

♦ Benefits Manager
♦ Bindery Worker Series:
- Bindery Worker I
- Bindery Worker II
- Bindery Worker Foreman

♦ Biomedical Engineer Series:
- Biomedical Engineer I
- Biomedical Engineer II

♦ Biomedical Engineering Technician Series:
- Biomedical Engineering Technician I
- Biomedical Engineering Technician II
- Biomedical Engineering Technician III

♦ Bowling and Billiard Center Attendant
♦ Brickmason Series:
- Brickmason
- Brickmason Foreman

♦ Broadcast Music Specialist
♦ Broadcast Music Specialist (Jazz)
♦ Building and Grounds Supervision Series:
- Assistant Building and Grounds Supervisor

♦ Building Heat and Frost Insulator Series:
- Building Heat and Frost Insulator Foreperson

♦ Business Manager Series:
- Business Manager
- Senior Business Manager

♦ Campus Planning Analyst
♦ Campus Planning Coordinator
♦ Campus Recreation Coordinator
♦ Cardiac Sonographer Series:
- Cardiac Sonographer Technologist

♦ Cardiac Technologist Series:
- Non-Invasive Cardiovascular Technologist
- Non-Invasive Cardiovascular Specialist
- Non-Invasive Cardiovascular Manager

♦ Carpenter Series:
- Carpenter
- Carpenter Sub-Foreman
- Carpenter Foreman

♦ Catering Supervisor
♦ Certified Clinic Nurse
♦ Clinic Nurse Series
- Clinic Nurse
- Charge Nurse
- Nurse Administrator

♦ Cinematographer/Creative Video Producer
♦ Client Relations Representative Series:
- Client Relations Representative I
- Client Relations Representative II
- Client Relations Representative III
- Client Relations Representative IV
- Client Relations Representative V

♦ Clinical Exercise Physiologist Series:
- Clinical Exercise Physiologist
- Clinical Exercise Physiologist Supervisor

♦ Clinical Nursing Consultant Series:
- Clinical Nursing Consultant I
- Clinical Nursing Consultant II

♦ Community Outreach Worker
♦ Computer Tomography Series:
- Computer Tomography (CT) Manager

♦ Computer Laboratory Coordinator
♦ Coordinator of Tenant Union Program
♦ Copy Center Operator Series:
- Copy Center Operator I
- Copy Center Operator II
- Copy Center Operator III
- Copy Center Operator IV

♦ Crafts and Trades General Foreman
♦ Crops Testing Series:
- Crops Testing Specialist

♦ Cryogenic Series:
- Cryogenic Technician I
- Cryogenic Technician II

♦ Culinary Worker Series:
- Culinary Worker I
- Culinary Worker II
- Culinary Worker III
- Culinary Worker IV
- Culinary Worker V

♦ Curator of Anthropology Series:
- Curator of Anthropology I

♦ Customer Service Series:
- Customer Service Assistant
- Customer Service Representative

- Customer Service Specialist

♦ Dental X-Ray Technician Series:
- Dental X-Ray Technician I

♦ Deputy Director

♦ Draftsman

♦ Driller Series:
- Driller Assistant

♦ Driver Series:
- Driver
- Heavy Driver
- Driver Foreperson
- Driver Sub-Foreperson

♦ Duplicating Machine Operator Series:
- Duplicating Machine Operator I
- Duplicating Machine Operator II
- Duplicating Machine Operator III

♦ Duplicating Service Supervision Series:
- Assistant Duplicating Service Supervisor
- Duplicating Service Supervisor

♦ Duplicating Services Manager

♦ Electrocardiographic Technician Series:
- Supervising Electrocardiographic Technician

♦ Electroencephalographic Series:
- Electroencephalographic Technician
- Electroencephalographic Specialist
- Electroencephalographic Supervisor

♦ Emergency Management Coordinator

♦ Engineering Draftsman Series:
- Engineering Draftsman I
- Engineering Draftsman II

♦ Ethanol Plant Research Engineer Series:
- Assistant Ethanol Plant Research Engineer
- Ethanol Plant Operating Technician

♦ Executive Chef

♦ Extension Program Coordinator

♦ Facilities Operation Series:
- Facilities Operations Specialist
- Facilities Operations Coordinator

♦ Flight Line Attendant Series:
- Flight Line Attendant I

♦ Floral Designer Series:
- Senior Floral Designer

♦ Food Court/Snack Bar Series:
- Food Court/Snack Bar Attendant
- Food Court/Snack Bar Supervisor

♦ Food Service Administrator Series:
- Food Service Administrator I
- Food Service Administrator II
- Food Service Administrator III
- Food Service Administrator IV

♦ Food Service Area Supervisor

♦ Food Service Chef

♦ Food Service Management Series:
- Food Services Supervisor
- Assistant Food Production Manager
- Food Production Manager
- Assistant Food Service Manager
- Food Service Manager

♦ Food Service Sanitation Series:
- Food Service Sanitation Laborer
- Food Service Stores-Laborer

♦ Furniture Restoration Supervisor

♦ Golf Course Grounds Superintendent Series:
- Assistant Golf Course Grounds Superintendent

♦ Grounds Management Series:
- Assistant Superintendent of Grounds

♦ Grounds Sub-Foreman/Foreman Series:
- Grounds Sub-Foreman
- Grounds Foreman

♦ Grounds Worker

♦ Health Care Administrator Series:
- Health Care Administrator I
- Health Care Administrator II
- Health Care Administrator III

♦ Health Care Utilization Review Coordinator Series:
- Chief Health Care Utilization Review Coordinator

♦ Health Center Administrator

♦ Hemapheresis Technologist

♦ Hemodialysis Technologist Series:
- Hemodialysis Technician
- Hemodialysis Technologist
- Assistant Chief Hemodialysis Technologist
- Chief Hemodialysis Technologist

♦ Histology Technician Series:

- Histology Technician I

♦ Housekeeper
♦ Housekeeping Supervisor
♦ Human Resource Series:
- Human Resource Assistant
- Human Resource Representative
- Human Resource Officer
- Human Resource Assistant Manager
- Human Resource Manager

♦ Illustrator
♦ Immigration Specialist
♦ Information Technology Manager/ Administrative Coordinator
♦ Information Technology Support Associate
♦ Information Technology Technical Associate
♦ Institutional Compliance Examiner Series:
- Institutional Compliance Examiner I
- Institutional Compliance Examiner II
- Institutional Compliance Examiner III
- Institutional Compliance Examiner IV
- Manager of Institutional Audits

♦ Instrument and Efficiency Engineer Series:
- Assistant Instrument and Efficiency Engineer
- Instrument and Efficiency Engineer

♦ Instrument and Measurement Technician Series:
- Instrument and Measurement Technician I

♦ Interpreters for the Deaf and Hard of Hearing Series:
- Interpreter for the Deaf and Hard of Hearing
- Senior Interpreter for the Deaf and Hard of Hearing

♦ Interventional Radiology Series:
- Interventional Radiology (IR) Technologist
- Interventional Radiology (IR) Specialist
- Interventional Radiology (IR) Manager

♦ Intra-Operative Monitoring Series:
- Intra-Operative Monitoring Coordinator

♦ Invasive Cardiovascular Series:
- Invasive Cardiovascular Technologist
- Invasive Cardiovascular Specialist
- Invasive Cardiovascular Manager

♦ Junior Airport Mechanic
♦ Labor Relations Specialist
♦ Library Series:
- Library Clerk
- Library Assistant
- Library Specialist
- Senior Library Specialist
- Library Operations Associate

♦ Licensed Practical Nurse Series:
- Licensed Practical Nurse I
- Licensed Practical Nurse II

♦ Live Captioner
♦ Machinist Series:
- Machinist Sub-Foreman

♦ Machinist Welder Series:
- Machinist Welder

♦ Mail Messenger Series:
- Mail Supervisor

♦ Mailing Equipment Operator/ Expediter Series:
- Mailing Equipment Operator/
- Expediter I
- Mailing Equipment Operator/ Expediter II
- Mailing Equipment Operator/ Expediter III

♦ Maintenance Repair Series:
- Maintenance Repair/Worker
- Maintenance Repair Foreperson

♦ Mammography Series:
- Mammography Specialist

♦ Materials Technologist Series:
- Materials Technologist I

♦ Medical Technical Services Manager
♦ Medical Assistant Series:
- Medical Assistant
- Medical Assistant (Credential/Certified)

♦ Medical Office Series:
- Medical Office Assistant
- Medical Office Associate

- Medical Office Specialist
- Medical Office Coordinator

♦ Medical Radiation Dosimetrist Series:
- Medical Radiation Dosimetrist I
- Medical Radiation Dosimetrist II

♦ Medical Radiographer Series:
- Radiologic Technologist
- Radiologic Technologist Specialist
- Radiologic Technologist Manager

♦ Medical Technologist Series:
- Medical Technologist I
- Medical Technologist II
- Medical Technologist III

♦ Medical Transcriptionist Series:
- Medical Transcriptionist I
- Medical Transcriptionist II
- Medical Transcriptionist III
- Medical Transcriptionist IV
- Coordination of Medical Transcription

♦ Member Service Representative Series:
- Member Service Representative I
- Member Service Representative II
- Member Service Representative III
- Member Service Representative IV

♦ Motorcycle Safety Specialist

♦ Multimedia Technical Support Series:
- Multimedia Assistant
- Multimedia Operator
- Multimedia Technician
- Multimedia Supervisor

♦ Museum Exhibits Series:
- Museum Exhibits Designer

♦ Nursery Worker

♦ Office Support Series:
- Office Support Assistant
- Office Support Associate
- Office Support Specialist
- Office Manager
- Office Administrator

♦ Offset Press Technician

♦ Offset Printing Supervisor Series:
- Offset Printing Supervisor I

♦ Operating Engineer Series:
- Assistant Operating Engineer

♦ Operations Clerk

♦ Ophthalmic Photographer Series:
- Ophthalmic Photographer
- Principal Ophthalmic Photographer

♦ Orthopedic Technician Series:
- Orthopedic Technician

♦ Painter Series:
- Painter
- Painter Sub-Foreman
- Painter Foreman

♦ Paralegal Assistant

♦ Parking Meter Mechanic Series:
- Parking Meter Mechanic I

♦ Parking Services Agent Series:
- Parking Services Agent I
- Parking Services Agent II
- Parking Services Agent III

♦ Pastry Chef Series:
- Assistant Pastry Chef
- Pastry Chef

♦ Payroll Series:
- Payroll Specialists I

♦ Peer Support Series:
- Peer Support Assistant
- Peer Support Specialist
- Peer Support Supervisor

♦ Phlebotomist

♦ Photographic Laboratory Management Series:
- Assistant Manager of Photographic Laboratory

♦ Physical Therapist Series:
- Physical Therapist

♦ Pipefitter Series:
- Pipefitter (Refrigeration Mechanic)
- Pipefitter (Refrigeration Mechanic) Sub-Foreman
- Pipefitter (Refrigeration Mechanic) Foreman

♦ Plumber Series:
- Plumber
- Plumber Sub-Foreman
- Plumber Foreman

♦ Police Series:
- Police Sergeant
- Police Lieutenant
- Police Captain

♦ Power Plant Mechanic Series:

- Power Plant Mechanic Supervisor

♦ Pre-Press Technician Series:
- Pre-Press Technician Assistant

♦ Professional Nursing Series:
- Staff Nurse I
- Staff Nurse II
- Administrative Nurse I
- Administrative Nurse II
- Administrative Nurse III

♦ Prosthodontic Technician Series:
- Prosthodontic Technician

♦ Publications Series:
- Publications Editor
- Publications Manager

♦ Pulmonary Function Technologist Series:
- Pulmonary Function Technologist I

♦ Quality Clinical Practice Data Analyst Series:
- Clinical Practice Data Analyst
- Clinical Practice Data Analyst Specialist
- Clinical Practice Data Analyst Coordinator

♦ Quality Specialist Series:
- Quality Specialist
- Senior Quality Specialist
- Organizational Quality Coordinator

♦ Radiation Safety Officer

♦ Radiation Safety Technician

♦ Radiation Therapist Series:
- Radiation Therapist I
- Radiation Therapist II
- Radiation Therapist III

♦ Records Management Series:
- Assistant Records Management Officer
- Records Management Officer

♦ Research Nurse

♦ Respiratory Care Therapy Series:
- Respiratory Care Therapy Technologist
- Respiratory Care Therapy Specialist
- Respiratory Care Therapy Manager

♦ Retail Sales Associate Series:
- Retail Associate
- Retail Supervisor
- Retail Assistant Manager
- Retail Manager

♦ Retail Services Supervisor

♦ Roofer Series:
- Roofer Sub-Foreman

♦ Routing Dispatcher Series:
- Routing Dispatcher I

♦ Service Enterprises Manager

♦ Space Administrator Series:
- Space Administrator I
- Space Administrator II
- Space Administrator III

♦ Special Education Paraprofessional

♦ Steam and Power Plant Series:
- Steam and Power Plant I
- Steam and Power Plant II
- Steam and Power Plant III
- Steam and Power Plant IV
- Steam and Power Plant V

♦ Steam Distribution Operator Series:
- Assistant Steam Distribution Operator
- Steam Distribution Operator
- Steam Distribution Sub-Foreman
- Steam Distribution Foreman

♦ Study Abroad Series:
- Study Abroad Advisor

♦ Supervisor of Building Craftsmen

♦ Telephone Operator Series:
- Telephone Operator II

♦ Ticket Sales Assistant

♦ Tool Room Series:
- Tool Room Attendant
- Senior Tool Room Attendant

♦ Valet Parking Attendant

♦ Vending Services Manager Series:
- Vending Services Manager I
- Vending Services Manager II

♦ Water Station Series:
- Water Station Foreman
- Water Station Sub-Foreman
- Water Station Operator

A total of 336 classifications were reviewed for usage, revision, and prioritization.

Following is a list of classifications and examinations that have been reviewed and are currently in development:

- ♦ Building Custodial Services Series:
  - Building Service Worker
  - Building Service Sub-Foreman
  - Building Service Foreman
  - Building Service Supervisor
- ♦ Classification and Compliance Analyst Series:
  - Classification and Compliance Analyst 1 (new)
  - Classification and Compliance Analyst 2 (new)
  - Classification and Compliance Analyst 3 (new)
  - Classification and Compliance Analyst 4 (new)
  - Classification and Compliance Analyst Assistant Manager (new)
  - Classification and Compliance Analyst Manager (new)
- ♦ Deputy Director
- ♦ Electroencephalographic Series:
  - Electroencephalographic Technician
  - Electroencephalographic Specialist
  - Electroencephalographic Supervisor
- ♦ Health Care Administrator Series:
  - Health Care Administrator I
  - Health Care Administrator II
  - Health Care Administrator III
- ♦ Institutional Compliance Examiner Series:
  - Institutional Compliance Examiner 1
  - Institutional Compliance Examiner 2
  - Institutional Compliance Examiner 3
  - Institutional Compliance Examiner 4
  - Manager of Institutional Audits
- ♦ Instructional Development Series:
  - Instructional Development
  - Specialist
  - Instructional Designer (new)
- ♦ Interventional Radiology Series:
  - Interventional Radiology (IR) Manager
  - Interventional Radiology (IR) Specialist
  - Interventional Radiology (IR) Technologist
- ♦ Invasive Cardiovascular Series:
  - Invasive Cardiovascular Technologist
  - Invasive Cardiovascular Specialist
  - Invasive Cardiovascular Manager
- ♦ Library Series:
  - Library Clerk
  - Library Assistant
  - Library Specialist
  - Senior Library Specialist
  - Library Operations Associate
- ♦ Licensed Practical Nurse Series:
  - Licensed Practical Nurse
- ♦ Massage Therapist (new)
- ♦ Member Service Representative Series:
  - Member Service Representative I
  - Member Service Representative II
  - Member Service Representative III
  - Member Service Representative IV
  - Member Service Representative
  - Assistant Manager (new)
  - Member Service Representative
  - Manager (new)
- ♦ Phlebotomist
- ♦ Phlebotomist Trainee (new)
- ♦ Radiation Safety Technician
- ♦ Radiation Therapist Series:
  - Radiation Therapist I
  - Radiation Therapist II
  - Radiation Therapist III
  - Radiation Therapist Trainee (new)
- ♦ Registered Nurse Series:
  - Registered Nurse (new)
  - Registered Nurse II (new)
  - Registered Nurse III (new)
  - Nurse Manager (new)
  - Nurse Administrator (new)
- ♦ Security Officer Series:
  - Security Officer
  - Security Sergeant

♦ Senior Instructional Designer (new)
♦ Steam and Power Plant Series:
- Steam and Power Plant I
- Steam and Power Plant II
- Steam and Power Plant III
- Steam and Power Plant IV
- Steam and Power Plant V

♦ Steam Distribution Operator Series:
- Assistant Steam Distribution Operator
- Steam Distribution Operator
- Steam Distribution Sub-Foreman
- Steam Distribution Foreman

♦ Tree Surgery Series:
- Assistant Tree Surgeon
- Tree Surgeon

A total of 69 classifications and examinations are under development, including 17 new classifications

Examinations

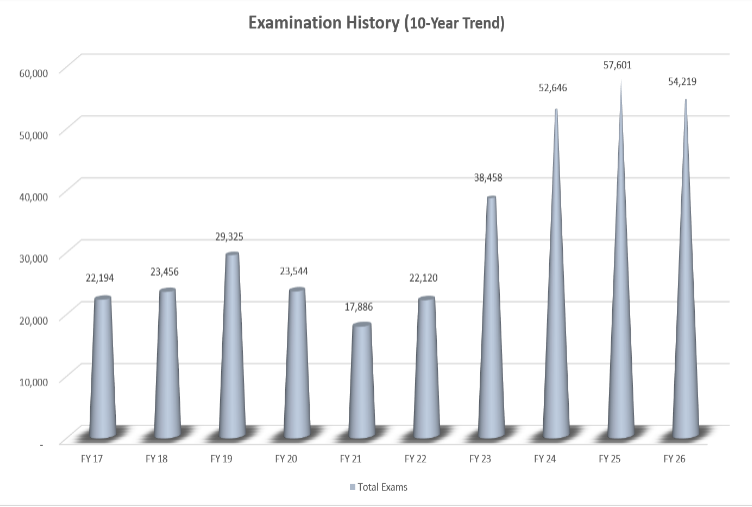
The Act requires that "[a]ll certificates, appointments, and promotions to positions in these agencies and institutions shall be made solely on the basis of merit and fitness, to be ascertained by examination."[9]

In FY 2023, all examinations, except for the Police Series and Police Telecommunicator, were converted to credential assessment examinations. The University System is responsible for defining the specific qualifications an applicant must possess before the applicant's credentials may be examined and scored by an employer. The agency also delineates the criteria used to score a credential assessment examination. The University System has continued to refine, improve, and test the examination components to ensure consistency and validity of each examination.

Examinations Completed

A total of 54,219 pre-employment examinations were administered in 476 of the 868 approved classes. *See the chart below.* A total of 276 paper tests were given, with a 69% passing rate. A total of 53,943 electronic tests (E-Tests) were given with a 99.86% passing rate.

Please note that in most cases, Credentials Assessment examinations result in a passing score if the applicant qualifies for the position.



[9] 110 ILCS 36b(2)

Classification Audit Appeals

As part of the ongoing classification plan maintenance, University System employers are responsible for conducting continuous classification studies. These classification studies are known as position audits. A position audit customarily analyzes the type of work an employee is assigned to perform, the competencies necessary to perform these duties, the purpose of the position, the scope of work, and related factors to determine the appropriate classification for the position.

In addition to these ongoing classification studies, requests for a position audit may also be made at any time by an employee, an employing unit, an employer's Designated Employer Representative, or the University System. A position audit can have one of two outcomes: either the position under review is predominantly comprised of duties that fall within the position's designated classification, or the duties fall outside of the designated classification.

An employee may appeal to the University System if they disagree with the employer's position audit findings and have exhausted all administrative remedies with the employer. If the employee identifies new information that was not previously considered in the initial position audit, work that is predominantly performed outside the scope of the current class, or other relevant information to warrant review, the University System will conduct a comprehensive evaluation of the employee's position.

A classification appeal typically involves several steps, including gathering position audit information from the employer, conducting interviews with relevant parties, analyzing data, and writing a classification review report. The analysis considers the same type of information as a position audit, such as the nature of duties an employee is assigned to perform, required competencies, and scope. Factors not considered in a classification review include workload volume, superior work performance, qualifications of the incumbent, and required skill upgrades to perform the same duties.

Based on this information, the Executive Director will determine whether the employee is properly classified. This determination constitutes the final administrative decision of the University System.

Two employees submitted a classification audit appeal; both are in process of being reviewed.

Compensatory Qualifications

If an applicant does not meet the Minimum Acceptable Qualifications (MAQs) established for a classification but can offer comparable qualifications, an employer may submit a "Request for Prior Approval of Compensatory Qualifications" to the University System for review. A review is conducted to determine whether the applicant's application materials demonstrate sufficient work experience to compensate for a missing education component or demonstrate an education component to compensate for missing work experience. If those comparable qualifications can be established, the applicant's credentials can be assessed and scored by the employer.

A total of 14 compensatory qualification requests were received; seven were approved, six were denied, and one was withdrawn.

Extra Help Appointments

An Extra Help Appointment may be made by an employer for any position for work that the employer attests are casual or emergent in nature and that meets certain conditions. An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. The employer shall review the status of the position at least every three calendar months. An Extra Help employee is also limited to performing 900 hours; once this threshold is met, the employee cannot resume employment in any Extra Help appointment at a place of employment until 30 calendar days have elapsed. (Civil Service Rules, Section 250.70(f). If an employer wishes to exceed the 900-hour limitation for either an Extra Help position or an employee, they must submit a request for an Extra Help extension.

An employer may request the extension of an Extra Help Appointment beyond the original 900-hour limitation on the basis of several specific justifications, including the continued disability or another approved leave of absence where the employee holding the original appointment is expected to return, a project that requires completion within a short timeframe and for which there is no additional funding, or other situations resulting from rare circumstances or resulting in a critical need.

A total of 17 Extra Help Extension requests were received; 12 were approved, and five were withdrawn.

Intern Appointments

"With the approval of the Executive Director, an employer may appoint an intern to any position, provided that specific criteria are met" Section 250.70d(1) of the Civil Service Rules. The University System analyzes the request to determine whether it conforms to the requirements of Section 250.70(d) of the Code and reviews the proposed training and curriculum. The agency meets with the employer to review the intern program request and discuss any necessary modifications before approval is granted.

A total of seven Intern Program requests were received; six were approved, and one was denied.

Question Challenges

Candidates participating in a knowledge test may challenge a question on the examination. Examination question challenges with legitimate reasoning and references are reviewed by the University System for accuracy.

No question challenges were received.

Reviews of Examination Scores

The University System offers several types of examination reviews for applicants, candidates, and University System Employers' HR staff. Applicants may request that the University System review their eligibility for an examination or the accuracy of their examination score.

The University System will also provide courtesy scoring at an employer's request. A place of employment may request that another place of employment administer a Civil Service examination, such as to avoid potential conflicts of interest when examining HR colleagues.

This process safeguards opportunity based on merit and fitness by ensuring that examination and scoring criteria are properly applied.

A total of four requests for reviews of examination scores were received and completed.

Specialty Factors

Each class specification in the University System's Classification Plan identifies Minimum Acceptable Qualifications (MAQs). These must be met for an applicant to be admitted to an examination.

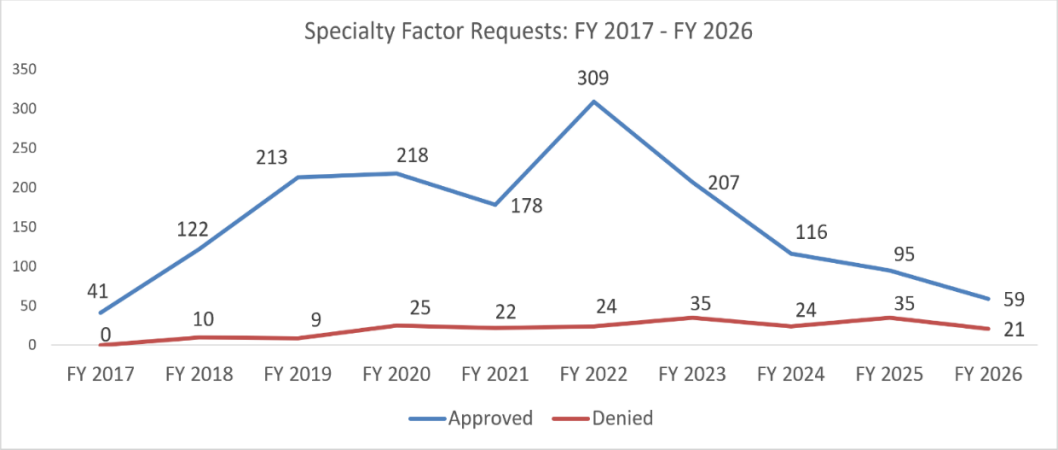
For certain positions, employers may identify a job-related qualification that is in addition to, or more specific than, those defined in the class specification and necessary for successful performance upon hire. In these instances, the employer can request a specialty factor. A specialty factor is a specific knowledge, skill, ability, or other work characteristic that is considered basic to and essential for satisfactory performance of the duties and responsibilities of the position and a prerequisite to appointment in a position. Candidates with the top three scores on the respective register, who possess both the MAQs and the authorized specialty factor, are referred to the employing department for an interview.

Section 250.60(d)(9) of the Civil Service Rules vests the Executive Director with the authority to determine whether a specialty factor is appropriate for each request. Because specialty factors act as filters on registers and can impact employment opportunities, each specialty factor request is carefully analyzed. The analysis is based on several factors, including the relationship between the specialty factor and the classification's duties, whether the competency can be reasonably attained during the probationary period or within a relatively short period, and the necessity of the specialty factor for the satisfactory performance of the general duties and responsibilities.

Employers are not required to obtain formal authorization for specialty factors associated with positions in custom classifications. However, all specialty factor designations are subject to audit review.

Employers are obliged to review approved specialty factor attachments at least once every three years to ensure that such specialized requirements remain in effect. Specialty factor attachments that are no longer required should be deleted by the employer.

A total of 83 Specialty Factor requests were received; 59 were approved, 21 were denied, two were withdrawn, and one was deleted.



Supported Employee Program

The University System is mandated by Section 36s of the Act to establish and implement a Supported Employee Program. This program is designed to encourage the employment of individuals who are severely disabled and in need of supported employment, as designated by the Illinois Department of Human Services (IDHS) community rehabilitation program. Participation in the program assumes that "with support, adaptation, or both, a job can be designed to take advantage of the supported employee's special strengths." The individuals in this program work in a trial capacity before being appointed to a permanent position and are not required to participate in the open competitive testing process. Once a position has been designated for supported employment, employers may work with IDHS counselors to develop an appropriate training program to help the supported employee become proficient in the targeted position.

No new supported employees were appointed. A total of 71 supported employees have been appointed since the program's inception. Currently, 17 employees are still actively employed.

Other Personnel Transactions

In summary, the University System received a total of 125 other personnel transactions. This is composed of compensatory qualifications (14), extra help extensions (17), intern programs (7), review of examination scores (4), and specialty factors (83).

Student Appointments

Student Appointments are nonstatus appointments exempt from civil service. Per Section 250.70e(3) of the Code, a student must be enrolled at least "one-half of the normal [course load] of a regularly enrolled full-time student" at the university to be eligible for student employment. The University System reviews requests for an exception to this requirement.

Police Promotional Testing

The University System coordinates, administers, and proctors the Police Sergeant Structured Oral Board examinations. The Structured Oral Board requires a panel of four assessors to observe and score up to 10 applicants during a day-long testing period.

The University System conducted four days of Police Sergeant Structured Oral Boards and tested 26 applicants from five university police departments.

The University System completed a comprehensive review to assess whether professionally developed examinations for three classifications within the Police Series (Police Officer, Police Corporal, Police Sergeant) and the Police Telecommunicator classification continue to represent best practices in the profession. The University System shared its findings with employers, noting that professionally developed examinations for these classifications are the best practice in the field. The agency expects to obtain and complete the implementation of updated examinations in FY 2027.

Salary Data System

Each employer under the jurisdiction of the University System must establish and recommend compensation rates and ranges for each classification used at their university or agency.[10] Each employer is obligated to conduct research to support the validity of those rates or ranges that are not covered by union contracts. Collective bargaining agreements, information from local agencies, and prevailing rates provide the support needed to establish salary rates and ranges for various classifications.

Once submitted by an employer, the University System reviews salary rates and ranges for each authorized classification in use. The University System maintains the Salary Data System, a web-based approval process that allows employers to request approval to establish, revise, correct, or delete pay rates or ranges via a secure website. The University System completes the review and authorization process and then notifies the requesting university or agency of the completed change. The Salary Range Report encompasses all salary ranges and is updated monthly.

A total of 3,355 Salary Data System requests were reviewed by the University System. Of these 3,018 requests were approved, 277 were deleted, and 60 were denied.

Civil Service Salaries

Civil service salary data is collected semi-annually from employers. This data is compiled by classification, with average salaries calculated for each classification. The average salary for civil service employees at Illinois higher education institutions and agencies across all classifications increased by approximately 3.78% between FY 2025 and FY 2026, to a statewide yearly average of approximately $69,561. Please note that the civil service salary average is not adjusted by the mix of positions and is instead presented as an actual average annual salary.

Diversity Programs

The University System has programs that assist in the recruitment and placement of candidates from diverse backgrounds. The Intern Program, as described on page 29, provides each employer with additional opportunities to recruit a more diverse applicant pool. Other operational adjustments have been implemented to create more flexible employment protocols, minimize pre-employment variables, and increase the overall final applicant referral pools for status positions. All of these initiatives serve to facilitate specific university and agency diversity objectives.

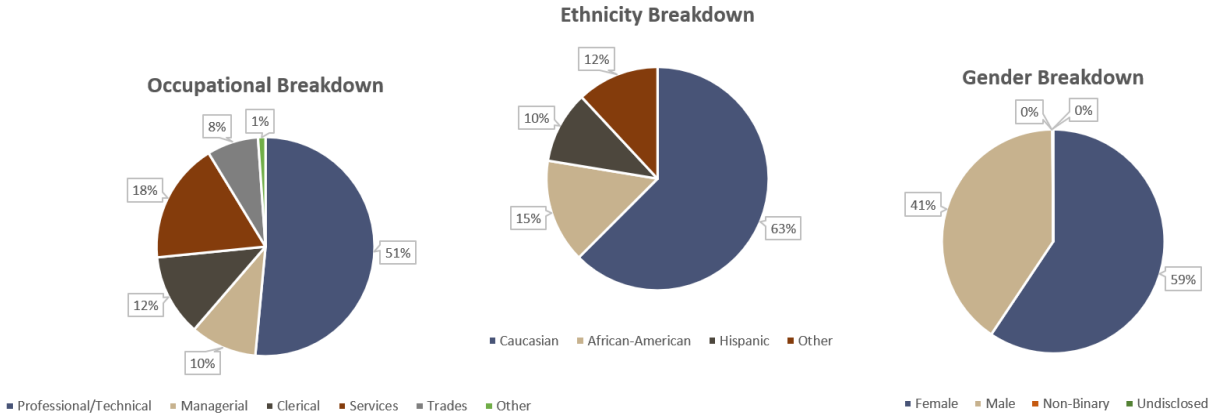
Occupational, Ethnicity, and Gender Data

The University System provides programs to employing universities and agencies to assist in the recruitment, training, and retention of underrepresented candidates into various civil service positions. These programs are utilized to support the various diversity programs designed by each university and agency. The Intern and Supported Employment Programs provide on-the-job training and result in the non-competitive placement of successful candidates in positions. The University System continues to research and develop additional programs to further facilitate the recruitment and retention of underrepresented applicants to civil service positions throughout the University System. The University

[10] 110 ILCS 70/36d(e)

System continues to investigate modifying the Intern Appointment program to assess the potential to directly recruit employees from the student populations of both four-year and two-year colleges.

Over the past nine years, the ethnic distribution of civil service status employees throughout the University System has remained fairly constant. These numbers may vary among universities and agencies based on their geographic location. The chart below represents the statewide picture as of June 30, 2026.



Auditor General's Compliance Audit

On August 13, 2026, the Illinois Auditor General issued the final report of the routine biennial compliance audit of the agency for FY 2024 and FY 2025. The audit identified three Material Findings:

- Voucher Processing Internal Controls Not Operating Effectively;
- Inadequate Controls over System Security; and
- Weakness in Cybersecurity Programs and Practices.

The University System is developing policies and procedures to correct these findings.

Statute and Administrative Code Changes

On August 15, 2025, Section 36t was added to the agency's enabling act (110 ILCS 70/36t). This addition became effective immediately, and states in its entirety, "nothing in this Act or any rules adopted under this Act prevents the parties to a collective bargaining agreement subject to the Illinois Educational Labor Relations Act [115 ILCS 5/1 et seq.] from agreeing to a provision that enhances employee rights."

There were no changes to the Civil Service Rules in the Administrative Code.

Governance, Risk, and Compliance Audit Program

The Compliance Service Division conducted a thorough review of the audit program to identify areas for improvement. This research included an extensive review of all actions required by the Act and its associated Civil Service Rules of University System employers, as well as an in-depth examination of standards and proven practices utilized in the public audit sector.

The agency established lists of topics to guide audit engagements and to direct the information sought for examination. This enabled the development of request templates and facilitated information exchange between the University System and employers. In addition, the agency acquired new software to reduce friction in this exchange of information between the employers and the University System.

During Fiscal Year 2026, the Compliance Service Division launched its updated audit program.

The primary purpose of the Governance, Risk, and Compliance Audit Program is to ensure that public universities and higher education agencies under the jurisdiction of the Merit Board maintain compliance with the Act, the Civil Service Rules, and University System procedures.

The audit program serves a compliance function, reviewing each employer's human resource transactions as they relate to statutory requirements, administrative rules, and University System procedures.

The audit team began audits of 24 places of employment in the fiscal year and began fieldwork of nine places of employment.

Due to the large number of smaller places of employment at the University of Illinois Urbana-Champaign, it was mutually agreed to complete the audits in stages.

Place of Employment -	**Audit Entrance Date**	**Fieldwork Begin Date**
♦ Illinois Student Assistance Commission	01/22/2026	01/22/2026
♦ Northeastern Illinois University	03/13/2026	03/13/2026
♦ Southern Illinois University Carbondale	02/11/2026	02/11/2026
♦ State Universities Retirement System	01/08/2026	01/08/2026
♦ University of Illinois Chicago Hospital and Clinics	06/18/2026	06/18/2026
♦ University of Illinois Urbana-Champaign (UIUC)		
• Cooperative Extension Office	03/05/2026	To Be Determined
• Cooperative Extension Cluster 01	03/05/2026	To Be Determined
• Cooperative Extension Cluster 02	03/05/2026	To Be Determined
• Cooperative Extension Cluster 03	03/05/2026	To Be Determined
• Cooperative Extension Cluster 04	03/05/2026	To Be Determined
• Cooperative Extension Cluster 05	03/05/2026	To Be Determined
• Cooperative Extension Cluster 06	03/05/2026	To Be Determined
• Cooperative Extension Cluster 07	03/05/2026	To Be Determined
• Cooperative Extension Cluster 08	03/05/2026	To Be Determined
• Cooperative Extension Cluster 09	03/05/2026	To Be Determined
• Cooperative Extension Cluster 10	03/05/2026	To Be Determined
• Cooperative Extension Cluster 11	03/05/2026	To Be Determined

Place of Employment -	Audit Entrance Date	Fieldwork Begin Date
• Cooperative Extension Cluster 12	03/05/2026	To Be Determined
• Cooperative Extension Cluster 13	03/05/2026	To Be Determined
• Cooperative Extension Cluster 14	03/05/2026	To Be Determined
♦ Department of Agronomy, College of ACES	03/05/2026	03/05/2026
♦ Dixon Springs Agricultural Center	03/05/2026	03/05/2026
♦ Robert Allerton House	03/05/2026	03/05/2026
♦ Robert Allerton Park	03/05/2026	03/05/2026

Total number of personnel transactions audited were 498,401. This includes:

- Applicant Data - 3,083
- Discharges - 2
- Dismissals - 99
- Extra Help Appointments - 15
- Extra Help Positions - 29
- Job Descriptions (Civil Service) - 35
- Job Descriptions (Exempt) - 52
- Payroll (Civil Service) - 152,612
- Payroll (Exempt) - 342,247
- Position Audits - 157
- Registers - 21
- Specialty Factors - 49

The following are the general topics addressed during the standard audit process:

- Classification of positions and position control;
- Completion of position audit requests within the processing timeframe standard;
- Review and update of business procedures, regarding the position register and referral process;
- Maintenance of review standards for position descriptions;
- Proper maintenance, authorization, and designation of exemptions;
- Open and continuous testing requirements;
- Utilization of Custom Classes;
- Review and verification of the employment relationships with union-represented employees;
- Documentation of Contract Appointments;
- Review of Extra Help appointments and monitoring practices;
- Supported Employee Program practices; and
- Management and maintenance of pay ranges.

All final audit reports are available on the agency's website at www.sucss.illinois.gov.

Ethics Officer

Legal Counsel for the University System serves as the Ethics Officer for the agency, acting as a liaison to the Office of the Executive Inspector General, as required by the State Officials and Employees Ethics Act. The Ethics Officer prepares ethics guidance for the agency and investigates complaints in compliance

with the "Procedures for Investigating and Reporting Misconduct and Incidents at State Facilities" as adopted by Administrative Order Number 6 (2003). In addition, the Ethics Officer reviews ethics disclosure forms submitted annually by the University System.

Ethics training was held online for all employees of the University System during April and May 2026, and at or near the time of hire for all new employees.

Equal Employment Opportunity Officer

Legal Counsel for the University System serves as the Equal Employment Opportunity (EEO) officer. This involves researching and analyzing current Civil Rights Laws and court opinions, drafting guidance, and conducting training in compliance with these laws and opinions. The EEO officer is also responsible for investigating University System employment complaints with which the University System must comply and for recommending remedial action when appropriate.

Freedom of Information Officer

Legal Counsel for the University System is responsible for reviewing and responding to requests for information under the Freedom of Information Act. The University System received and responded to 17 requests under the Freedom of Information Act.

Discharge and Demotion

Legal Counsel for the University System is responsible for managing the discharge and demotion processes, in accordance with Section 250.110(f) of the Code, including the pre-hearing, hearing, and post-hearing phases, to ensure compliance with the Code and applicable procedures.

A total of 71 Written Charges for Discharge proceedings were initiated by University System employers. Thirteen hearings were requested by the employees involved in these matters.

Following is a breakdown of the outcome of these 13 hearings:

- Settlement agreements prior to the hearing — 1 employee;
- Settlement agreements during the hearing — 3 employees;
- Settlement agreements after the hearing — 1 employee;
- Employee withdrew request prior to the hearing — 1 employee;
- Discharged for failure to appear at the hearing—1 employee;
- Reinstated with 120-day Suspension by the Merit Board —1 employee; and
- Discharge by the Merit Board — 5 employees.

FY 2027 Agency Action Plan

The agency's Action Plan for FY 2027 will continue to focus on building relationships and communications, upgrading business processes, improving efficiency, and updating the Governance, Risk, and Compliance Audit Program. Consistent with these objectives, the following are planned initiatives for the University System.

Act, Code, and Procedure Revisions

The agency will continue to coordinate with the higher education community to identify opportunities to clarify or improve the Act, Civil Service Rules, and related procedures. The agency plans to prioritize opportunities to codify procedures into administrative rules. If necessary, the agency will recommend legislative changes to the Act to facilitate this process and mitigate disruptions in personnel administration throughout the higher education community. To accomplish these tasks, the agency will regularly consult advisory groups, propose language for recommended changes, present these proposals to the Merit Board, and coordinate with the legislature.

Classification, Examination, and Compensation

Our overall goal remains centered on maintaining a practical classification plan to safeguard the opportunity for employment by University System employers based on merit and fitness. To accomplish this, our plan includes:

- Reframing our approach to developing and revising classification specifications and examinations by focusing on a competency-based model that identifies requisite skills, knowledge, and abilities. This model offers opportunities to expand the definition of what qualifies someone for a role; recognizes differences in how people learn, how quickly they develop skills, and their strengths; allows for non-traditional career paths; and provides a straightforward evaluation criteria to reduce bias and rater errors. This new approach is also anticipated to increase efficiency, effectiveness, and consistency.
- Developing a systematic classification review cycle to prioritize classification revisions and the development of new classifications.
- Eliminating classifications that are redundant or obsolete through consolidation or deletion.
- Updating classification identification codes for consistency with State of Illinois and federal systems.

Audit Program

The University System has revised its Governance, Risk, and Compliance Audit Program to provide employers with more actionable feedback when issues of noncompliance with the Act or Rules appear, while anticipating a decrease in the total time it takes the agency to complete an audit.

Other Projects

The University System continues to enhance the agency's administrative and oversight capabilities. Other projects the agency is considering are:

- Evaluating staffing needs;
- Expanding training programs and webinars;
- Reviewing and updating the University System website for improved user experience;
- Updating EEO codes for classifications to correspond with the new state ERP Employee Central system;
- Procuring new police testing; and
- Continue to develop a program to systematize the requests most frequently made by University System employers, to increase efficiency and transparency.