

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*John Butler  
Merit Board Vice Chair  
Gail Schiesser  
Executive Director*

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Liz Borman, Human Resource Representative  
Classification, Examination, and Compensation

DATE: September 10, 2024

RE: Proposal Notice for Library Series

The State Universities Civil Service System (University System) proposes revising the Library Series classification(s). We believe that this proposal will be beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff within this constantly evolving business operation. Our overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

As outlined below, the current classification specifications that are included in this revision are:

### **Library Series**

- Library Clerk (4900)
- Library Assistant (4901)
- Library Specialist (4902)
- Senior Library Specialist (4903)
- Library Operations Associate (4904)

This classification proposal will be reviewed during individually scheduled meetings or conference calls conducted by University System staff. Examination format and effective dates will also be reviewed during these meetings. To allow ample time for all parties to provide initial comments and feedback regarding this proposal, the dates and times for these meetings have yet to be determined. This office will notify you through a Meeting Notice once they have been scheduled.

Thank you in advance for your cooperation and feedback. If you have any questions or need additional information, please contact Liz Borman at (217) 278-3156 or [lizb@sucss.illinois.gov](mailto:lizb@sucss.illinois.gov).