

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*Julie Annette Jones
Merit Board Chair
Gail Schiesser
Executive Director*

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Christian R. Twombly, Human Resource Officer
Classification, Examination, and Compensation Division

DATE: April 29, 2024

RE: Proposal Notice for Instructional Development Specialist

The State Universities Civil Service System (University System) proposes adding an **Instructional Designer** to the Instructional Development Specialist Classification as an additional level. This proposed classification 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.

The **Instructional Designer** is a new proposed classification specification. The current classification specification included in this revision is **Instructional Development Specialist**.

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 Christian Twombly at (217) 278- 3150 or christiant@sucss.illinois.gov.