

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*John Butler
Merit Board Chair
Gail Schiesser
Executive Director*

DATE: June 1, 2026

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser,
Executive Director

RE: **Final Status Notice: Security Officer Classification
(Classification Code Number 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 (Classification Code Number 4212)** classification specification and examination have been revised. The revisions align with Illinois law and incorporate proven practices in human resource administration.

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

C. University System Employer Input

The University System received responses from two employers regarding the revisions presented as part of the Preliminary Notice. A report on these comments and University System responses will be provided through a Dropbox link that will be sent separately. The University System thanks these employers for their comments.

The University System has modified both the classification specification and examination based on these comments received from University System employers. As a result, the

effective date for the revised class specification and examination will be extended to **July 1, 2026**.

D. Actions Required by Employers

1. Class Specification Examination Instruments

- a. The revised class specification will be available and effective on **July 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/default.aspx>
- b. The examining instruments for this classification will be available in E-Test and effective on **July 1, 2026**.
- c. When the new examination and scoring plan becomes effective on **July 1, 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. As required by the Illinois Administrative Code, Section 250.50(e)(2), all electronic and paper copies of questions, along with all reference sources for these questions, must be deleted from emails, computers, external hard drives, and any other locations. Any handwritten notes that contain examination data elements or comments must be returned to the University System.
- e. All versions of Employment Guidelines associated with this classification shall be voided at the close of business on June 30, 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. As required by the Illinois Administrative Code, Section 250.50(d)(6), at the end of the notice period, the previous original entry and promotional register of candidates by score will be voided at the close of business on June 30, 2026. A new original entry register by score shall be established on the basis of the new examination.
- b. Employers shall communicate this information to each candidate who is on the original entry or promotional register by score of this classification, and shall also communicate with any applicant who applies for an examination during the notice period. During the notice period, qualified applicants and candidates whose names are already on the register by score may be scheduled for the examination upon their request.
- c. 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.