

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

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser
Executive Director

DATE: June 23, 2026

RE: **Proposal Notice: Deputy Director (Classification Code Number 1035)**

A. Purpose

The State Universities Civil Service System (University 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.

1. The **Deputy Director** (Classification Code Number 1035) classification has been identified for revision.

B. Requested Action by Employers

To assist us with our research, please provide the position descriptions that best represent how your university or agency uses this classification, **including any associated Principal Administrative Appointment equivalent position descriptions**. The information contained within the position descriptions will assist with the revision process. Please upload the position descriptions using this Dropbox link: <https://www.dropbox.com/request/63k7up5wijkxoh0czmdo> by **5:00 pm on Friday, July 10, 2026**.

C. Next Steps

Once the draft specification and examination have been developed, the University System will conduct a series of meetings to review the proposed materials and provide an opportunity for feedback. We will provide a meeting announcement at a later date.

D. Contact Information

Thank you for your assistance with this process. If you have any questions or need additional information, please contact the Classification and Examination Division at:
cecddivision@sucss.illinois.gov.