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

Gail M Schiesser

Digitally signed by Gail M Schiesser
Date: 2026.10.26 14:48:25 -05'00'

DATE: October 26, 2026

RE: **Preliminary Status Notice: Phlebotomist (Class Code Number 3034)**

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 **Phlebotomist (Class Code Number 3034)** classification specification and examination are being revised. The revisions align with Illinois law and incorporate proven practices in human resource administration.

C. Actions Required by Employers

1. **Feedback:** Due to the confidential nature of examination material, please upload feedback regarding these proposed revisions to the Class and Exam team by **Thursday, December 10, 2026,** using Dropbox: www.dropbox.com/request/iepj5nfjz83jalfw7c14

2. **Class Specification Examination Instruments**

   a. The revised class specification is available for preview on the Class/Exam Status Notices page of our website at https://www.sucss.illinois.gov/pages/csn/default.aspx.

   b. The examination instruments is available for preview in E-Test (Classification Preview section).

   c. When the new examination and scoring plan becomes effective, 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. The employer shall destroy all previous testing material in its possession related to this classification. However, any previous examination and scoring materials that contain notes or memoranda regarding a specific employee's examination and are attached to or are a

part of that specific employee's examination shall be retained as required under the employer's records retention policies.

e. 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

3. Registers:

a. During this notice period, qualified applicants and candidates whose names are already on the original entry register by score may be scheduled for the examination upon request.

b. Applicants to this classification and candidates on the original entry register should be informed that the current register of candidates by score will be voided when the new examination becomes effective. See Civil Service Rules, Section 250.50(d)(6).

c. Employment registers for this classification shall be voided upon the effective date published in the Final Status Notice.

d. Reemployment Registers: Reemployment Registers shall not be voided.

e. After the previous registers are voided, the employer shall establish a new original entry register by score on the basis of the new examination.

Contact Information: If you have any questions or need additional information, please contact the University System office at cecdivision@sucss.illinois.gov.