

January 17, 2019

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
JANUARY 17, 2019

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 N. LASALLE STREET, SUITE S-901, CHICAGO, IL AND 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL BY INTERACTIVE VIDEO CONFERENCE

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD DECEMBER 20, 2018

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD DECEMBER 20, 2018?**

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

**MEMBERS OF THE PUBLIC ARE OFFERED AN OPPORTUNITY TO ADDRESS MEMBERS OF THE COMMISSION IN ACCORDANCE WITH THE OPEN MEETINGS ACT AND RULES OF THE CIVIL SERVICE COMMISSION.**

EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

**A. Report on Exempt Positions from Central Management Services**

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum .....	73 .....	12
Aging.....	132 .....	19
Agriculture .....	330 .....	18
Arts Council .....	14 .....	2
Capitol Development Board.....	34 .....	0
Central Management Services .....	846 .....	55
Children and Family Services.....	2,669 .....	53
Civil Service Commission.....	3 .....	0
Commerce & Economic Opportunity.....	227 .....	66
Commerce Commission .....	51 .....	0
Corrections .....	12,686 .....	110
Criminal Justice Authority.....	45 .....	7
Deaf and Hard of Hearing Comm.....	3 .....	1
Developmental Disabilities Council .....	5 .....	1
Emergency Management Agency.....	65 .....	9
Employment Security .....	1,105 .....	29
Environmental Protection Agency.....	601 .....	17
Financial & Professional Regulation.....	385 .....	48
Gaming Board .....	151 .....	7
Guardianship and Advocacy .....	97 .....	8
Healthcare and Family Services .....	1,531 .....	26
Human Rights Commission.....	12 .....	2
Human Rights Department .....	114 .....	10
Human Services.....	12,595 .....	79
Illinois Torture Inquiry Relief Commission .....	3 .....	1
Independent Tax Tribunal .....	1 .....	0
Innovation and Technology .....	1,242 .....	60
Insurance .....	208 .....	17
Investment Board .....	3 .....	2
Juvenile Justice.....	869 .....	28
Labor .....	72 .....	11
Labor Relations Board Educational.....	11 .....	3
Labor Relations Board State.....	13 .....	2
Law Enforcement Training & Standards Bd. ....	22 .....	3
Lottery .....	143 .....	8
Military Affairs.....	137 .....	3
Natural Resources.....	1,192 .....	33
Pollution Control Board .....	16 .....	2
Prisoner Review Board.....	23 .....	1
Property Tax Appeal Board.....	32 .....	2
Public Health .....	1,154 .....	40
Racing Board.....	3 .....	1
Revenue.....	1,420 .....	45
State Fire Marshal .....	128 .....	12
State Police.....	913 .....	8
State Police Merit Board .....	6 .....	2
State Retirement Systems .....	99 .....	3
Transportation .....	2,321 .....	0
Veterans' Affairs .....	1,214 .....	10
Workers' Compensation Commission.....	113 .....	11
<b>TOTALS.....</b>	<b>45,132.....</b>	<b>887</b>

**B. Governing Rule – Section 1.142 Jurisdiction B Exemptions**

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
  - 1) The amount and scope of principal policy making authority;
  - 2) The amount and scope of principal policy administering authority;
  - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
  - 4) The capability to bind the agency, board or commission to a course of action;
  - 5) The nature of the program for which the position has principal policy responsibility;
  - 6) The placement of the position on the organizational chart of the agency, board or commission;
  - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days' notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

\* \* \*

**C. Illinois Department of Human Services – proposed exemption**

Position Number	40070-10-90-000-10-02
Functional Title	Chief of Staff, Family & Community Services
Incumbent	Javon Gregoire
Supervisor	Director, Family & Community Services who reports to the Assistant Secretary who reports to the Secretary
Location	Cook County

**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**D. Emergency Management Agency – proposed exemption**

Position Number	37015-50-17-000-00-02
Functional Title	Private Sector Partnerships Manager
Incumbent	Elizabeth Findley
Supervisor	Public Information Officer who reports to the Director
Location	Sangamon County

**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**E. Illinois Department of Innovation and Technology – proposed exemption**

Position Number	40070-28-10-000-00-01
Functional Title	Chief Service Officer
Incumbent	Robert Kashmer
Supervisor	Secretary
Location	Sangamon County

**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**F. Illinois Department of Revenue – proposed exemption**

Position Number	40070-25-00-000-01-03
Functional Title	Chief of Enforcement
Incumbent	Vincent Cacioppo
Supervisor	Director
Location	Williamson County

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**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

**C: Chief of Staff, Family & Community Services (DHS)**

**D: Private Sector Partnerships Manager (EMA)**

**E: Chief Service Officer (DoIT)**

**F: Chief of Enforcement (DOR)**

V. CLASS SPECIFICATIONS

**A. Governing Rule – Section 1.45 Classification Plan**

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work; and
- f) The relation of the class specifications to any applicable collective bargaining agreement.

The following class titles were submitted for creation and revision by the Director of the Illinois Department of Central Management Services:

- B. Contract Specialist I (create)**  
**Contract Specialist II (create)**  
**Contract Specialist III (create)**

**CMS Technical Services analysis:** “The Capital Development Board (CDB) requested a class study of current Office Specialist positions in their Contract Administration Section (CAS). It is the agency's contention the jobs located within the CAS were mis-classified originally when they were transitioned from non-Personnel Code (or "non-Code") positions to ‘Code’ or ‘Coded’ positions which are positions with the full rights, protections, and benefits of the Personnel Code of the State of Illinois. The agency believes that the Office Specialist class specification is not adequate to fully describe the functions and responsibilities of the work in the CAS and that there are multiple levels of work involved. There are other Office Specialist positions located in other CDB sections that the agency stipulates are properly allocated and classified, however, they believe the CAS staff are not.

In 2003, the Personnel Code was extended to several non-Code positions at the CDB, and a variety of existing job classes in the State of Illinois classification plan were considered and assigned in a contemporaneous class study to accommodate these CDB positions. Among those classes chosen was the Office Specialist. At the time, the Office Specialist was the most appropriate job classification for the CAS positions. The Office Specialist class is a generalist class designed to encapsulate a set of standardized sub-professional but technical functions and responsibilities that would apply to a broad range of positions across multiple state agencies.

A review of the current official position descriptions, interviews with incumbents, staff questionnaires, and relevant labor statistics provided evidence to support the agency's arguments. The CDB CAS Office Specialists are part of a state construction contracting system and program of capital project administration. The functions and responsibilities of these positions have been recorded accurately, but have grown more complex over time, and evolved into something beyond the scope of the Office Specialist. There are differing levels of complexity of jobs in the CAS which permits the conception of a classification series, i.e., a series of specifications that establishes a path of career progression and promotional opportunities. The Office Specialist class specification is no longer sufficient to fully and accurately describe the work that the CDB requires of these positions. Office Specialist positions located in CDB sections outside of the CAS were also reviewed in conjunction with this study and determined to still be properly classified.”

### **C. Electrician (revise)**

**CMS Technical Services analysis:** “The Department of Central Management Services (DCMS) Bureau of Property Management requested that the Electrician title be revised to bring work education and experience requirements up to date (since the class was last updated November 16, 1970), and to better describe or clarify work examples. Other state agencies utilizing the Electrician class were consulted on modifications to reflect changes in the distinguishing features of work that have occurred in the trade and in state government since that date.

The results of this proposal will improve state agencies' effectiveness and management of a segment of the workforce and enhance DCMS' administration of the State of Illinois Classification Plan.”

**D. Guard I (revise)**  
**Guard II (revise)**  
**Guard III (revise)**

**CMS Technical Services analysis:** “The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services has instituted procedures to examine each of the class specifications currently active in the State of Illinois Classification Plan for accuracy and contemporary relevance. In the interest of fulfilling the mandate to administer the Position Classification Plan found in Title 80, Subchapter B, Chapter I, Part 320 of the Illinois Administrative Code, the DCMS Class Studies Unit has launched a comprehensive update strategy for all job classes and the featured objectives of this proposal are a) to bring up-to-date all content of each class specification under the Personnel Code that is currently in use by various state agencies; and b) to establish a universal minimum standard of educational attainment for employment in state government.

The DCMS Class Studies Unit proposes to add the statement ‘Requires knowledge, skill and mental development equivalent to the completion of four years of high school’ to the class specifications of all job classes in the State of Illinois Classification Plan that currently contain either no educational requirement or an education requirement that is less than the equivalency of the completion of four years of high school.

Establishing a universal minimum standard of educational attainment like this improves all aspects of personnel management including the equitable classification of positions and compensation assignment. It provides an agreed upon basis from which we can design measures of classification or compensation progression. Education has been identified as an important determinant of economic growth. Higher levels of educational attainment lead to a more skilled and productive workforce, producing more efficiently a higher standard of services, which in turn forms the basis for faster economic growth and rising living standards. In many trade union apprenticeship programs, proof of a high school diploma or its equivalent is a minimum requirement for applicants to enter the program. Establishing the standard as an equivalency provides flexibility for hiring agencies and allows for the substitution of work experience for education, i.e., applicants with an adequate amount of applicable experience (but possibly a lack of education in a particular area) may be considered to be qualified.

All state agencies that utilize classes included in this proposal have been consulted to clarify the contents of the class specifications and reflect the most current functions, requirements and terminology. In a case where class specifications have not been substantially modified apart from the education requirement revision, the utilizing agency affirms that the existing content of the class specification is complete and current, and accurately describes the work of positions allocated to the class at the time of the publication of this proposal.

This study involved a significant number of job classes. The work and reporting were split into groups defined according to a class' collective bargaining status to make processing more manageable. Most of the classes reviewed for inclusion are represented in this report or another like it that is being processed contemporaneously. There are still other classes that were considered part of this study at its inception were removed for one reason or another and will be collected and processed at a later date.”

- E. Brickmason (revise)**
- Carpenter (revise)**
- Carpenter Foreman (revise)**
- Laborer (building) (revise)**
- Machinist (revise)**
- Maintenance Worker (power plant) (revise)**
- Sign Painter (revise)**
- Tinsmith (revise)**
- Trades Tender (revise)**

**CMS Technical Services analysis:** “The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services has instituted procedures to examine each of the class specifications currently active in the State of Illinois Classification Plan for accuracy and contemporary relevance. In the interest of fulfilling the mandate to administer the Position Classification Plan found in Title 80, Subchapter B, Chapter I, Part 320 of the Illinois Administrative Code, the DCMS Class Studies Unit has launched a comprehensive update strategy for all job classes and the featured objectives of this proposal are a) to bring up-to-date all content of each class specification under the Personnel Code that is currently in use by various state agencies; and b) to establish a universal minimum standard of educational attainment for employment in state government.

The DCMS Class Studies Unit proposes to add the statement ‘Requires knowledge, skill and mental development equivalent to the completion of four years of high school’ to the class specifications of all job classes in the State of Illinois Classification Plan that currently contain either no educational requirement or an education requirement that is less than the equivalency of the completion of four years of high school.

Establishing a universal minimum standard of educational attainment like this improves all aspects of personnel management including the equitable classification of positions and compensation assignment. It provides an agreed upon basis from which we can design measures of classification or compensation progression. Education has been identified as an important determinant of economic growth. Higher levels of educational attainment lead to a more skilled and productive workforce, producing more efficiently a higher standard of services, which in turn forms the basis for faster economic growth and rising living standards. In many trade union apprenticeship programs, proof of a high school diploma or its equivalent is a minimum requirement for applicants to enter the program. Establishing the standard as an equivalency provides flexibility for hiring agencies and allows for the substitution of work experience for education, i.e., applicants with an adequate amount of applicable experience (but possibly a lack of education in a particular area) may be considered to be qualified.

All state agencies that utilize classes included in this proposal have been consulted to clarify the contents of the class specifications and reflect the most current functions, requirements and terminology. In a case where class specifications have not been substantially modified apart from the education requirement revision, the utilizing agency affirms that the existing content of the class specification is complete and current, and accurately describes the work of positions allocated to the class at the time of the publication of this proposal.



This study involved a significant number of job classes. The work and reporting were split into groups defined according to a class' collective bargaining status to make processing more manageable. Most of the classes reviewed for inclusion are represented in this report or another like it that is being processed contemporaneously. There are still other classes that were considered part of this study at its inception were removed for one reason or another and will be collected and processed at a later date.”

**F. Lottery Drawing Specialist (create)**  
**Lottery Drawing Senior Specialist (create)**

**CMS Technical Services analysis:** “The positions in the Illinois State Lottery were properly allocated and most correctly classified when the classes of Data Processing Technician, Data Processing Specialist and Data Processing Administrative Specialist were introduced in 1989 and 1990, and for several years. However, over time, the incorporation of technology and innovation into lottery operations meant that the incumbents were performing fewer of the types of duties like job control operations and processing, which are consistent with the data processing class specifications, and more of the types of duties like interfacing with applications, authentication, distribution and verification services, which are duties that are unique in nature and responsibility, and, in turn, less consistent with the respective class specifications of Data Processing Technician, Data Processing Specialist and Data Processing Administrative Specialist.

Research indicates that new classes featuring those evolved duties dedicated exclusively to carrying out Lottery Drawings are warranted to maintain the integrity of the Lottery online drawings. Therefore, two new classes are proposed to perform the duties necessary to accomplish that goal: Lottery Drawing Specialist (LDS), and Lottery Drawing Senior Specialist (LDSS). Both classes will perform seamlessly interchangeable functional duties related to achieving successfully completed lottery drawings, but the LDSS will additionally oversee vital roles and assignments in the drawing process and production, such as the draw coordinator and draw observer, while providing policy input, problem solving capabilities, and overall team guidance as needed.”

**G. Plumber (revise)**

**CMS Technical Services analysis:** “In consultation with state agency subject matter experts, labor relations offices and union apprenticeship representatives, the Department of Central Management Services (DCMS) Technical Services Division has reviewed and updated the language and content of the existing Plumber class specification.

This class has not been substantively updated since the date November 16, 1970. The utilizing agencies have requested modifications to this class to reflect changes in the desirable requirements and distinguishing features of work that have occurred in the trade and in state government since that date as well as to clarify existing language. The plumbing trade has evolved and features a branch that includes Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) responsibilities. There are pipe union apprenticeship programs that offer training in this area. This draft class specification acknowledges these functions as part of the official description of duties for the Plumber classification. Additionally, the desirable

requirements have been updated to reflect the minimum education and experience required by the union to enter its apprenticeship programs, complete a program and earn a plumber's license from the Illinois Department of Public Health, which effectively qualifies the license holder as a journey level plumber.

Furthermore, candidates for plumber positions at the Department of Military Affairs (OMA) must also be in possession of or acquire a Cross-Connection Control Device Inspector (CCCDI) certification per federal and state regulations regarding military facilities. The Cross-Connection Control Program in Illinois is intended to protect water consumers in the state from the potential of backflow contaminants into water supply distribution systems. The certification is necessary to allow a plumber to inspect and test backflow prevention or cross-connection control devices or assemblies. Since this is a requirement that applies to some positions and not all, the Plumber class specification has been modified to appropriately address this issue.

Once approved, the implementation of this proposal will improve state agencies' effectiveness and management of a segment of their workforce and enhance DCMS' administration of the State of Illinois Classification Plan.”

- H. Well Inspector I (revise)**
- Well Inspector II (revise)**
- Well Inspector Specialist (create)**

**CMS Technical Services analysis:** “The Illinois Department of Natural Resources requested the creation of a new class specification, Well Inspector Specialist. Positions in the Well Inspector Specialist class will be in charge of spill remediation and serve as spill response specialists in each District. Well Inspector Specialist positions will receive extra training in the areas of long term remediation and respond to spills in the District that may require such remediation. Results obtained by the Well Inspector Specialist should include more consistent remediation requirements and clean up objectives leading to better service to the well operators and landowners. The additional training provided to the Specialist will promote new and innovative remediation techniques normally not always available to Well Inspector 1s and Well Inspector 2s.

The Knowledges, Skills and Abilities section of the Well Inspector I and II were revised.”

**WILL THE COMMISSION APPROVE THE CREATION AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2019?**

- B. Contract Specialist I (create)**  
**Contract Specialist II (create)**  
**Contract Specialist III (create)**
- C. Electrician (revise)**

- D. **Guard I (revise)**  
**Guard II (revise)**  
**Guard III (revise)**
  
- E. **Brickmason (revise)**  
**Carpenter (revise)**  
**Carpenter Foreman (revise)**  
**Laborer (building) (revise)**  
**Machinist (revise)**  
**Maintenance Worker (power plant) (revise)**  
**Sign Painter (revise)**  
**Tinsmith (revise)**  
**Trades Tender (revise)**
  
- F. **Lottery Drawing Specialist (create)**  
**Lottery Drawing Senior Specialist (create)**
  
- G. **Plumber (revise)**
  
- H. **Well Inspector I (revise)**  
**Well Inspector II (revise)**  
**Well Inspector Specialist (create)**

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?**

VI. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

**WILL THE COMMISSION DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?**

January 17, 2019

VII. MOTION TO CLOSE A PORTION OF THE MEETING

**PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?**

January 17, 2019

VIII. RECONVENE THE REGULAR OPEN MEETING

IX. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-34-18

Employee	Percy V. Coleman	Appeal Date	4/03/18
Agency	Corrections	Decision Date	1/04/19
Appeal Type	Discharge	Proposal for	Discharge upheld.
ALJ	Daniel Stralka	Decision	

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

DA-3-19

Employee	Julie Webster	Appeal Date	7/13/18
Agency	State Police Merit Board	Decision Date	1/04/19
Appeal Type	Discharge	Proposal for	Discharge upheld.
ALJ	Andrew Barris	Decision	

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

**The next regular open meeting is to be held at 11:00 a.m. on Thursday, February 21, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.**

XII. MOTION TO ADJOURN