

November 16, 2012

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
November 16, 2012

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:00 P.M. AT 400 WEST MONROE STREET, SUITE 306, SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD OCTOBER 19, 2012

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 19, 2012?

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.

V. 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>
Aging.....	135.....	14
Agriculture	341.....	16
Arts Council	17.....	2
Capitol Development Board.....	44.....	0
Central Management Services.....	1,547.....	114
Children and Family Services	2,862.....	50
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	382.....	69
Commerce Commission	75.....	0
Corrections.....	11,039.....	105
Criminal Justice Authority	59.....	5
Deaf and Hard of Hearing Comm.....	6.....	1
Developmental Disabilities Council.....	8.....	1
Emergency Management Agency.....	87.....	6
Employment Security.....	1,769.....	28
Environmental Protection Agency.....	834.....	16
Financial & Professional Regulation.....	453.....	43
Gaming Board	142.....	6
Guardianship and Advocacy	101.....	7
Healthcare and Family Services	2,091.....	25
Historic Preservation Agency.....	173.....	13
Human Rights Commission.....	14.....	2
Human Rights Department.....	137.....	8
Human Services	12,049.....	78
Illinois Sentencing Policy Advisory Council.....	2.....	2
Insurance	243.....	14
Investment Board	2.....	2
Juvenile Justice.....	1,178.....	21
Labor	94.....	11
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	18.....	2
Law Enforcement Training & Standards Bd.	17.....	2
Lottery.....	144.....	7
Military Affairs	120.....	3
Natural Resources	1,178.....	28
Pollution Control Board	21.....	2
Prisoner Review Board.....	16.....	0
Property Tax Appeal Board.....	25.....	1
Public Health.....	1,076.....	41
Racing Board.....	2.....	1
Revenue.....	1,617.....	51
State Fire Marshal	127.....	12
State Police.....	1,142.....	6
State Police Merit Board	5.....	1
State Retirement Systems.....	94.....	2
Transportation	2,231.....	0
Veterans' Affairs.....	1,323.....	9
Workers' Compensation Commission.....	132.....	8
TOTALS	45,187.....	837

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)

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C. Illinois Department of Corrections – Proposed Exemption (continued from October 19, 2012 meeting)

Position Number	40070-29-02-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Programs and Support Services
Functional Title	Mental Health & Addiction Recovery Management Supervisor
Incumbent	Vacant
Supervisor	Chief of Program & Support Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Will 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.”

D1. Illinois Department of Employment Security – Proposed Exemption (continued from October 19, 2012 meeting)

Position Number	40070-44-20-010-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery
Functional Title	Assistant Deputy Director of the Bureau of Service Delivery
Incumbent	Vacant
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

D2. Illinois Department of Employment Security – Proposed Exemption (continued from October 19, 2012 meeting)

Position Number	40070-44-21-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Employment Services Program
Functional Title	Employment Services Program Manager
Incumbent	Bennett R. Krause
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Sangamon County

D3. Illinois Department of Employment Security – Proposed Exemption (continued from October 19, 2012 meeting)

Position Number	40070-44-22-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Unemployment Insurance Program
Functional Title	Unemployment Insurance Program Manager
Incumbent	Frank G. DeMore
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

E. Illinois Department of Natural Resources – Proposed Exemption (continued from October 19, 2012 meeting)

Position Number	40070-12-00-010-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of the Director
Functional Title	Public Affairs Director
Incumbent	Vacant
Supervisor	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.”

F1. Illinois Dept. of Central Management Services – Proposed Exemption

Position Number	40070-37-01-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Deputy Director, Bureau of Agency Services
Incumbent	Vacant
Supervisor	Assistant Director who reports to the Director
Location	Cook County

F2. Illinois Dept. of Central Management Services – Proposed Exemption

Position Number	40070-37-01-000-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Project Manager, Bureau of Agency Services
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Cook County

F3. Illinois Dept. of Central Management Services – Proposed Exemption

Position Number	40070-37-01-000-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Project Manager-Statewide Print
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

F4. Illinois Dept. of Central Management Services – Proposed Exemption

Position Number	40070-37-01-000-50-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	I-Cycle/Waste Reduction Manager
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

G1. Illinois Dept. of Children & Family Services – Proposed Exemption

Position Number	40070-16-00-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Deputy Chief of Staff-Cook County
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Cook County

G2. Illinois Dept. of Children & Family Services – Proposed Exemption

Position Number	40070-16-00-230-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Deputy Chief of Staff-Downstate
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Rock Island County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

H. Illinois Dept. of Commerce & Economic Opportunity – Proposed Exemption

Position Number	40070-42-70-000-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	Energy & Recycling
Functional Title	Energy & Economic Development Policy Advisor ¹
Incumbent	Kate Tomford
Supervisor	Director
Location	Cook County

CMS Recommendation: “The position continues to meet the responsibility and reporting criteria of the Commission Rules, and I recommend continuance of the 4d(3) exemption.”

¹ The exemption for this position expires November 18, 2012.

I. Illinois Department of Employment Security – Proposed Exemption

Position Number	40070-44-30-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Information Services Bureau
Functional Title	Chief Technology Officer
Incumbent	Vacant
Supervisor	Chief Information Officer who reports to the Director
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.”

J. Illinois Environmental Protection Agency – Proposed Exemption

Position Number	40070-46-30-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Policy and Outreach
Functional Title	Policy Advisor, Office of Policy and Outreach (upstate) ²
Incumbent	Vacant
Supervisor	Associate Director who reports to the Director
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.”

K. Illinois Department of Human Services – Proposed Exemption

Position Number	40070-10-00-420-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of Fiscal Services
Functional Title	Bureau Chief, Bureau of Expenditure Accounting
Incumbent	Vacant
Supervisor	Chief Financial Officer who reports to the Assistant Secretary, who in turn reports to the 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.”

² The exemption for this position was previously rescinded for extended vacancy on August 21, 2009.

L1. Illinois Department of Juvenile Justice – Proposed Exemption

Position Number	40070-27-00-310-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Aftercare Services
Functional Title	Regional Administrator-Cook County/Northern Region
Incumbent	Vacant
Supervisor	Deputy Director of Aftercare Services who reports to the Director
Location	Cook County

L2. Illinois Department of Juvenile Justice – Proposed Exemption

Position Number	40070-27-00-320-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Aftercare Services
Functional Title	Regional Administrator-Central/Southern Region
Incumbent	Vacant
Supervisor	Deputy Director of Aftercare Services who reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

M. Illinois Workers’ Compensation Commission – Proposed Exemption

Position Number	40070-50-37-011-00-02
Position Title	Senior Public Service Administrator
Bureau/Division	Insurance Compliance
Functional Title	Manager of Insurance Compliance Outreach Program
Incumbent	Vacant
Supervisor	Insurance Compliance Manager who reports to the Chairman
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.”

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

- C: Mental Health & Addiction Recovery Management Supervisor (Corrections)**
- D1: Assistant Deputy Director of the Bureau of Service Delivery (Employment Security)**
- D2: Employment Services Program Manager (Employment Security)**
- D3: Unemployment Insurance Program Manager (Employment Security)**
- E: Public Affairs Director (Natural Resources)**
- F1: Deputy Director, Bureau of Agency Services (Central Management Services)**
- F2: Project Manager, Bureau of Agency Services (Central Management Services)**
- F3: Project Manager-Statewide Print (Central Management Services)**
- F4: I-Cycle/Waste Reduction Manager (Central Management Services)**
- G1: Deputy Chief of Staff-Cook County (Children & Family Services)**
- G2: Deputy Chief of Staff-Downstate (Children & Family Services)**
- H: Energy & Economic Development Policy Advisor (Commerce & Economic Opportunity)**
- I: Chief Technology Officer (Employment Security)**
- J: Policy Advisor, Office of Policy and Outreach (upstate) (Environmental Protection)**
- K: Bureau Chief, Bureau of Expenditure Accounting (Human Services)**
- L1: Regional Administrator-Aftercare Services-Cook County/Northern (Juvenile Justice)**
- L2: Regional Administrator-Aftercare Services-Central/Southern (Juvenile Justice)**
- M: Manager of Insurance Compliance Outreach Program (Workers' Compensation Commission)**

N. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

On October 12, 2012 the Executive Director sent notice to the Director of Central Management Services of the proposed rescissions of 72 current 4d(3) exempt positions which may no longer meet the requirements for exemption. According to information provided by Central Management Services, these positions were granted exempt status but have been vacant for an extended period of time. Each affected agency director was also provided with a courtesy notice of this proposed action. After resolving a number of issues with several of the proposed rescissions, the following is a list of the positions that will now be put forth before the Commission for formal consideration of rescission of their exemption. Section 1.142(b) also provides that withdrawal of exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status positions which will ensure responsive and accountable administrative control of the programs of the agency.

Item	Agency	Position Number	Functional Title
N1	CMS	40070-37-00-000-50-01	Governor's ARRA Accountability Administrator
N2	CMS	40070-37-00-000-50-02	Federal Stimulus Administrator-Sang Zone 1
N3	CMS	40070-37-00-000-50-03	Federal Stimulus Administrator-Sang Zone 2
N4	CMS	40070-37-00-000-50-06	Federal Stimulus Administrator-Cook Zone 1
N5	CMS	40070-37-00-000-50-07	Federal Stimulus Administrator-Cook Zone 2
N6	CMS	40070-37-00-000-50-08	Federal Stimulus Administrator-Cook Zone 3
N7	CMS	40070-37-32-000-00-01	Manager, Risk Management
N8	CFS	37015-16-00-000-70-01	ERC/Shelter System Program Coordinator
N9	CFS	40070-16-64-200-00-01	Contract Compliance Administrator
N10	CEO	37015-42-00-000-01-01	Legislative Liaison-International Trade
N11	CEO	37015-42-00-230-00-01	Legislative Liaison
N12	CEO	40070-42-00-071-00-02	Assistant Deputy Director, Policy Dev., Planning & Research
N13	CEO	40070-42-00-220-00-01	Manager, Grant Unit
N14	CEO	40070-42-10-300-00-01	Regional Manager (East Central)
N15	EPA	37015-46-00-000-00-01	Legislative Liaison
N16	FPR	37015-13-04-100-00-01	Legislative Liaison
N17	FPR	37015-13-04-200-00-01	Legislative Liaison
N18	HFS	40070-33-00-001-00-61	Special Assistant, Strategic Vendor Relationships

Item	Agency	Position Number	Functional Title
N19	HPA	40070-48-56-000-00-01	Manager, ALPLM, Marketing & Community Relations
N20	DHS	40070-10-23-000-00-01	Associate Director, Office of Prevention
N21	DHS	40070-10-65-900-00-01	Manager, Accreditation & Licensure
N22	DHS	40070-10-90-000-00-01	Director of Human Capital Develop.
N23	DJJ	40070-27-17-300-00-01	Assistant Warden Operations-IYC Chicago
N24	DJJ	40070-27-20-200-00-01	Assistant Warden Programs-Harrisburg
N25	DJJ	40070-27-42-300-00-01	Assistant Warden Operations-Warrenville
N26	DNR	37015-12-00-000-20-01	Chief Special Assistant
N27	DNR	40070-12-04-000-00-01	Executive Director-World Shooting Complex
N28	DPH	13852-20-02-000-20-01	Legislative Liaison
N29	DPH	40070-20-41-000-00-01	Division Chief for Long-Term Care, Office of Healthcare Regulation
N30	DOR	00501-25-04-000-02-01	Legislative Liaison
N31	DOR	40070-25-42-000-00-01	A & R Shared Services Center Director
N32	DOR	40070-25-42-100-00-01	A & R Shared Services Center Administrative Director

WILL THE COMMISSION RESCIND THE EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- N1: CMS–Governor’s ARRA Accountability Administrator**
- N2: CMS–Federal Stimulus Administrator-Sangamon Zone 1**
- N3: CMS-Federal Stimulus Administrator-Sangamon Zone 2**
- N4: CMS-Federal Stimulus Administrator-Cook Zone 1**
- N5: CMS-Federal Stimulus Administrator-Cook Zone 2**
- N6: CMS-Federal Stimulus Administrator-Cook Zone 3**
- N7: CMS-Manager, Risk Management**
- N8: Children & Family Services-ERC/Shelter System Prog. Coordinator**
- N9: Children & Family Services-Contract Compliance Administrator**
- N10: Commerce & Economic Opportunity-Legislative Liaison, International Trade Office**
- N11: Commerce & Economic Opportunity-Legislative Liaison**
- N12: Commerce & Economic Opportunity-Assistant Deputy Director, Policy Development, Planning & Research**
- N13: Commerce & Economic Opportunity-Manager, Grant unit**
- N14: Commerce & Economic Opportunity-Regional Manager (E. Central)**

- N15: Environmental Protection-Legislative Liaison**
- N16: Financial & Professional Regulation-Legislative Liaison**
- N17: Financial & Professional Regulation-Legislative Liaison**
- N18: Healthcare & Family Services-Special Assistant, Strategic Vendor Relationships**
- N19: Manager, ALPLM, Marketing & Community Relations**
- N20: Human Services-Associate Director, Office of Prevention**
- N21: Human Services,-Manager, Accreditation & Licensure**
- N22: Human Services-Director of Human Capital Development**
- N23: Juvenile Justice-Assistant Warden Operations, IYC Chicago**
- N24: Juvenile Justice-Assistant Warden Programs-Harrisburg**
- N25: Juvenile Justice-Assistant Warden Operations-Warrenville**
- N26: Natural Resources-Chief Special Assistant**
- N27: Natural Resources-Executive Director, World Shooting Complex**
- N28: Public Health-Legislative Liaison**
- N29: Public Health-Division Chief for Long-Term Care, Office of Healthcare Regulation**
- N30: Revenue-Legislative Liaison**
- N31: Revenue-Administrative & Regulatory Shared Services Center Director**
- N32: Revenue-Administrative & Regulatory Shared Services Center Administrative Director**

VI. CLASS SPECIFICATIONS

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

A. Assignment Coordinator (revision)

Classification Analysis: “The class standard has been updated to reflect the duties and responsibilities of the current positions, all of which are located in the Department of Corrections. There are no anticipated changes in position classifications with this class revision.”

B. Blasting Specialist (creation)

Blasting Expert (creation)

Blasting Supervisor (creation)

Classification Analysis: “Effective January 15, 2008, the Illinois Labor Relations Board (ILRB) ruled that all Public Service Administrator (PSA) option 8X positions would be included in collective bargaining and represented by the Laborers International Union – Illinois State Employees Association, Local 2002 – Service

Employees International Union, Local 73. On August 24, 2009, the ILRB issued an ‘Amendment to Certification’ which identified the bargaining representative as Service Employees International Union, Local 73. During the salary negotiations with SEIU, in order to determine a recommended pay rate, the duties performed by PSA option 8X positions were revised. The review revealed that the functions of the PSA option 8X position could be grouped into three separate areas.

We determined that the positions should be removed from the PSA class and new classes created encompassing the various functions. The attached draft classes of Blasting Specialist, Blasting Expert and Blasting Supervisor reflect the three separate work areas.

The Blasting classes all require possession of a current, valid Illinois Blaster’s License or Blaster’s Certificate and the equivalent of two years of college and two to four years of experience in mining or explosives industry or regulatory authority. The Blasting Specialist performs functions to make a certain state laws and regulations governing land reclamation and explosives blasting are followed and issues citations for violations of the laws/regulations. The Blasting Expert, in addition to ensuring compliance with state law and regulations, either serves as a technical expert in the field of explosives, blasting, seismic conditions and mine reclamation and provides advice to the Division supervisor on same, or serves as a working supervisor of district blasting or mine reclamation specialists. The Blasting Supervisor serves as the working supervisor of staff of the statewide program charges with ensuring compliance with the Surface Coal Mining Land Conservation and Reclamation Act, the Surface-Mined Land Conservation and Reclamation Act and the Illinois Explosives Act.”

C. Fire Prevention Inspector I (revision)

Classification Analysis: “The Office of State Fire Marshal requested these changes. The Education and Experience section of the Fire Prevention Inspector I class specification has been revised to include the addition of certification as a Fire Inspector I in order to comply with Administrative Rules. The addition of six years professional work experience performing building inspections, plan reviews or enforcement activities for a public or private entity whose primary function is the administration of fire, building or life safety codes is meant to open up the candidate pool. This same language was added to the three years’ professional work experience section. The training availability in the northern region of the state is greater than those in the central and southern regions. The six years’ experience for candidates in the lower portion of the state is equivalent to the three years’ experience and certification requirement.”

D. Historical Exhibits Designer (revision)

Classification Analysis: “The Historical Exhibits Designer class specification requires an appropriate valid Class A driver’s license which is a commercial driver’s license (CDL). However, the Historical Exhibits Designer job description requires only a valid Illinois driver’s license.

The Commercial Motor Vehicle Safety Act of 1986 established a uniform national classification system. As a result, the Illinois driver's license classification system was changed in April 1990, which changes the Class A (non-CDL) to a CDL. The Historical Exhibits Designer class specification was not subsequently updated to reflect this change in the law.

Central Management Services/Class Studies section contacted the Acting Human Resources Director of the Historical Preservation Agency to confirm the appropriate driver's license requirement, and also requested that subject matter expert(s) review the class specification to see if further changes were necessary. The agency responded that a CDL was not required for the position, but a valid appropriate driver's license is needed to carry out essential functions of the position, and should be a requirement on the Class Specification. The agency also responded that the class specification remains current and proper."

- E. Photographer I (abolish)**
- Photographer II (abolish)**
- Photographer III (abolish)**
- Photographer (creation)**

Classification Analysis: "The Photographer classes (Photographer I, II, and III) were last updated on March 16, 1988. The Photographer I was last used in 1988, over twenty-four years ago and the Photographer III was last used in 1996, over sixteen years ago. They have been abolished and the Photographer II which is currently being used and has two incumbents has been retained and renamed Photographer.

The Photographer has been revised due to technological changes and advances in this occupation. The changes that have been made include digital photography techniques, use of high resolution digital cameras, use of specialized software and computers. While wet chemistry is still evident in some jobs, the occupation has undergone a fundamental shift due to technological advances. Digital photography is fast replacing the wet chemistry process in the photography occupational area. Other revisions include the deletion of items such as darkroom equipment, use of wet chemistry and print film driers."

- F. Photographic Technician I (revision)**
- Photographer Technician II (revision)**
- Photographer Technician III (revision)**

Classification Analysis: "The Photographic Technician classes (Photographic Technician I, II, and III) were last updated on March 16, 1988, over twenty-four years ago. The classes have been updated to include the most technological advances in this occupation since most types of photography are now digital and computerized."

WILL THE COMMISSION APPROVE THE ABOLISHMENT, CREATION, AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE DECEMBER 1, 2012?

- A. Assignment Coordinator (revision)**
- B. Blasting Specialist (creation)**
 - Blasting Expert (creation)**
 - Blasting Supervisor (creation)**
- C. Fire Prevention Inspector I (revision)**
- D. Historical Exhibits Designer (revision)**
- E. Photographer I (abolish)**
 - Photographer II (abolish)**
 - Photographer III (abolish)**
 - Photographer (creation)**
- F. Photographic Technician I (revision)**
 - Photographer Technician II (revision)**
 - Photographer Technician III (revision)**

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

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?

RECONVENE THE REGULAR OPEN MEETING

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	9/30/12	10/31/12	10/31/11
Aging	2	2	0
Agriculture	1	1	3
Arts Council	1	0	0
Central Management Services	1	0	1
Children and Family Services	6	5	1
Employment Security	0	0	6
Healthcare and Family Services	7	5	4
Historic Preservation Agency	15	3	4
Human Services	3	3	0
Natural Resources	11	10	16
Property Tax Appeal Board	0	0	3
Revenue	1	3	0
Transportation	13	10	3
Veterans' Affairs	1	1	0
Totals	62	43	41

IX. INTERLOCUTORY APPEAL

LA-6-13

Employee	Marva Arnold	Appeal Date	08/17/12
Agency	Human Services	Decision Date	10/25/12
Type	Layoff	ALJ	Andrew Barris
Issue(s)	Employee is exempt from jurisdiction B of the Personnel Code and Rules	Proposal for Decision	Dismiss appeal subject to approval of Commission; no jurisdiction

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

X. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-2-13

Employee	Katrina Angeles	Appeal Date	07/31/12
Agency	Human Services	Decision Date	10/17/12
Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

DA-17-13

Employee	Julius Perryman	Appeal Date	10/29/12
Agency	Transportation	Decision Date	11/01/12
Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Daniel Stralka		

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSALS FOR
DECISION IN THE ABOVE MATTERS?**

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

**The next regular open meeting is to be held on Friday, December 21, 2012 at 11:00
a.m. in the Commission's Chicago office.**

XIII. MOTION TO ADJOURN