

November 16, 2017

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
NOVEMBER 16, 2017

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 OCTOBER 19, 2017

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 19, 2017?**

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>
Abraham Lincoln Presidential Library & Museum .....	58	13
Aging.....	132	19
Agriculture .....	394	18
Arts Council .....	9	2
Capitol Development Board .....	32	0
Central Management Services .....	890	73
Children and Family Services.....	2,589	53
Civil Service Commission.....	4	0
Commerce & Economic Opportunity .....	245	66
Commerce Commission .....	59	0
Corrections .....	12,166	109
Criminal Justice Authority.....	50	7
Deaf and Hard of Hearing Comm .....	4	1
Developmental Disabilities Council .....	7	1
Emergency Management Agency.....	68	8
Employment Security .....	1,053	29
Environmental Protection Agency.....	619	18
Financial & Professional Regulation .....	384	48
Gaming Board .....	152	5
Guardianship and Advocacy .....	102	8
Healthcare and Family Services .....	1,665	26
Human Rights Commission.....	14	2
Human Rights Department .....	115	10
Human Services.....	12,826	82
Illinois Torture Inquiry Relief Commission .....	3	1
Independent Tax Tribunal .....	1	0
Innovation and Technology .....	1,186	57
Insurance .....	212	16
Investment Board .....	4	2
Juvenile Justice.....	936	28
Labor .....	73	11
Labor Relations Board Educational .....	10	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd. ....	23	3
Lottery .....	143	8
Military Affairs.....	127	3
Natural Resources.....	1,139	33
Pollution Control Board .....	16	2
Prisoner Review Board.....	19	1
Property Tax Appeal Board.....	31	1
Public Health .....	1,095	40
Racing Board.....	2	1
Revenue.....	1,372	45
State Fire Marshal .....	126	12
State Police.....	976	10
State Police Merit Board .....	7	2
State Retirement Systems .....	96	3
Transportation .....	2,139	0
Veterans' Affairs .....	1,276	10
Workers' Compensation Commission.....	126	12
<b>TOTALS.....</b>	<b>44,788</b>	<b>904</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)

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**C. Illinois Department of Insurance – proposed exemption**

Position Number	40070-14-15-000-00-01
Functional Title	Chief Financial Officer
Incumbent	Jane Bachman
Supervisor	Chief Deputy Director of Insurance 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.”

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

**C: Chief Financial Officer (Insurance)**

VI. 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.

The following class title was submitted for revision by the Director of the Illinois Department of Central Management Services:

**B. Gaming Senior Special Agent**

**Classification Analysis:** “The Illinois Gaming Board has notified the Illinois Department of Central Management Services, Bureau of Personnel, Technical Services Division of their request to clarify the number of years of gaming experience required for incumbents to qualify for the Gaming Senior Special Agent class.

Recently the Gaming Special Agent series was revised to include changes to the Education and Experience requirements at each level. The Gaming Senior Special Agent (GSSA) class was inadvertently revised to include three years of gaming experience for incumbents who had completed the Gaming Special Agent Trainee level. Since these incumbents would have gained one year of gaming experience at the trainee level, the GSSA's Education and Experience should reflect two additional years of gaming experience to reach the desirable three years of gaming experience needed to qualify for this class.”

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON DECEMBER 1, 2017?**

**B. Gaming Senior Special Agent**

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

**VII. 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?**

November 16, 2017

VIII. 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?**

IX. RECONVENE THE REGULAR OPEN MEETING

X. 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. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	9/30/17	<b>10/31/17</b>	10/31/16
Aging	1	<b>1</b>	0
Agriculture	13	<b>2</b>	3
Central Management Services	5	<b>7</b>	2
Children and Family Services	0	<b>0</b>	1
Commerce and Economic Opportunity	1	<b>0</b>	0
Employment Security	1	<b>2</b>	1
Financial and Professional Regulation	1	<b>3</b>	0
Gaming Board	2	<b>2</b>	1
Guardianship & Advocacy	0	<b>1</b>	2
Healthcare and Family Services	5	<b>4</b>	1
Historic Preservation Agency	9	<b>3</b>	2
Human Services	9	<b>20</b>	13
Innovation & Technology	4	<b>6</b>	0
Insurance	1	<b>1</b>	1
Labor Relations Board-Educational	2	<b>2</b>	0
Natural Resources	39	<b>15</b>	14
Property Tax Appeal Board	1	<b>1</b>	0
Public Health	2	<b>0</b>	0
Revenue	0	<b>0</b>	0
State Fire Marshal	0	<b>1</b>	1
State Police	4	<b>7</b>	0
State Retirement Systems	1	<b>1</b>	0
Transportation	1	<b>5</b>	10
Veterans' Affairs	1	<b>0</b>	0
Workers' Compensation Commission	1	<b>0</b>	1
<b>Totals</b>	104	<b>84</b>	53

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

**DA-5-18**

Employee	Christopher D. Williams	Appeal Date	08/09/17
Agency	Human Services	Decision Date	11/01/17
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

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

**DA-9-18**

Employee	Antoinette Johnson	Appeal Date	08/14/17
Agency	Human Services	Decision Date	10/30/17
Appeal Type	Discharge	Proposal for Decision	Charge not proven; discharge is set aside in whole and employee is to be reinstated to her position.
ALJ	Andrew Barris		

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

**DA-12-18**

Employee	Rodney F. Cruise	Appeal Date	08/24/17
Agency	Agriculture	Decision Date	11/02/17
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

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

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

**The next regular open meeting is to be held at 11:00 a.m. on Thursday, December 21, 2017 by interactive video conference in the Springfield and Chicago offices of the Commission.**

XIV. MOTION TO ADJOURN