

November 21, 2019

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
November 21, 2019

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

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD OCTOBER 17, 2019

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 17, 2019?

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	72	10
Aging.....	132	14
Agriculture	344	15
Arts Council	13	2
Capitol Development Board.....	35	0
Central Management Services.....	829	46
Children and Family Services.....	2,627	65
Civil Service Commission.....	3	1
Commerce & Economic Opportunity.....	201	40
Commerce Commission	53	0
Corrections	12,792	101
Criminal Justice Authority.....	52	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency.....	68	10
Employment Security	1,056	28
Environmental Protection Agency.....	589	17
Financial & Professional Regulation	373	47
Gaming Board	150	13
Guardianship and Advocacy	100	8
Healthcare and Family Services	1,495	29
Human Rights Commission.....	18	2
Human Rights Department.....	118	12
Human Services.....	12,652	86
Illinois Torture Inquiry Relief Commission	2	1
Independent Tax Tribunal	1	0
Innovation and Technology.....	1,167	58
Insurance	201	18
Investment Board	3	2
Juvenile Justice.....	893	31
Labor	73	10
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	14	2
Law Enforcement Training & Standards Bd.	21	3
Liquor Control Commission.....	37	7
Lottery	136	7
Military Affairs.....	131	3
Natural Resources.....	1,223	29
Pollution Control Board	12	2
Prisoner Review Board.....	24	1
Property Tax Appeal Board.....	35	2
Public Health	1,122	39
Racing Board.....	3	1
Revenue.....	1,377	39
State Fire Marshal	131	7
State Police.....	949	10
State Police Merit Board	6	2
State Retirement Systems	97	3
Transportation	2,263	22
Veterans' Affairs	1,208	10
Workers' Compensation Commission.....	106	12
TOTALS.....	45,025	879

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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C1. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-10-000-00-01
Functional Title	Director of Planning and Programming
Incumbent	Vacant
Supervisor	Deputy Secretary of Project Implementation who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C2. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-10-000-10-01
Functional Title	Deputy Director of Planning and Programming
Incumbent	Vacant
Supervisor	Director of Planning and Programming who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C3. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	37015-23-10-400-00-01
Functional Title	Bureau Chief, Programming
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C4. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	37015-23-10-700-00-01
Functional Title	Bureau Chief, Innovation Project Delivery
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C5. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	37015-23-10-800-00-01
Functional Title	Bureau Chief, Data Collection
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C6. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-100-00-01
Functional Title	Bureau Chief, Claims
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

C7. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-201-00-01
Functional Title	Senior Assistant Chief Counsel-Development
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C8. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-202-00-01
Functional Title	Senior Assistant Chief Counsel-Implementation
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

C9. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-203-00-01
Functional Title	Senior Assistant Chief Counsel for Ethics
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C10. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-204-00-01
Functional Title	Senior Assistant Chief Counsel-Labor Relations/Personnel
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C11. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-30-300-10-01
Functional Title	Senior Assistant Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Cook County

C12. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-40-002-00-01
Functional Title	Labor Relations Manager
Incumbent	Vacant
Supervisor	Deputy Director of Human Resources who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C13. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-40-100-00-01
Functional Title	Bureau Chief, Budget and Fiscal Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C14. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-40-200-00-01
Functional Title	Bureau Chief, Information Processing, Chief Information Officer
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C15. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief, Personnel Management
Incumbent	Vacant
Supervisor	Deputy Director of Human Resources who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C16. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-40-800-00-01
Functional Title	Bureau Chief, Business Services
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C17. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	37015-23-40-901-00-01
Functional Title	Section Chief, Investigations
Incumbent	Vacant
Supervisor	Bureau Chief, Investigations and Compliance who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C18. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-51-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

C19. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-52-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Lee County

C20. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-53-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	LaSalle County

C21. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-54-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Peoria County

C22. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-55-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Edgar County

C23. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-56-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C24. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-57-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Effingham County

C25. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-58-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Madison County

C26. Illinois Department of Transportation – proposed exemption (continued from August September and October 2019 meetings)

Position Number	40070-23-59-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Jackson County

D. Illinois Department of Financial and Professional Regulation – proposed exemption

Position Number	40070-13-00-500-00-01
Functional Title	Regulatory Innovation Officer
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

E1. Illinois Department of Healthcare and Family Services – proposed exemption

Position Number	40070-33-00-002-00-61
Functional Title	Healthcare and Human Services Advisor
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

E2. Illinois Department of Healthcare and Family Services – proposed exemption

Position Number	40070-33-00-040-00-61
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

E3. Illinois Department of Healthcare and Family Services – proposed exemption

Position Number	40070-33-00-060-00-21
Functional Title	Special Assistant, Prescription Drugs-Cook County
Incumbent	Vacant
Supervisor	Director
Location	Cook County

E4. Illinois Department of Healthcare and Family Services – proposed exemption

Position Number	40070-33-00-060-00-61
Functional Title	Special Assistant, Prescription Drugs-Downstate
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS recommendation: “As a result of the Shakman litigation and the subsequent review of exempt positions by the Shakman Special Master, OEIG’s Hiring and Employment Monitoring Unit (HEM), and the Department of Central Management Services, the Acting Director is recommending 4d(3) exemption for the positions [above]. The inquiry conducted by DCMS, OEIG’s HEM and the Shakman Special Master revealed that the positions referenced [above] perform duties and exercise sufficient authority that they should be at will.”

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

- C1: Director of Planning and Programming (DOT)**
- C2: Deputy Director of Planning and Programming (DOT)**
- C3: Bureau Chief, Programming (DOT)**
- C4: Bureau Chief, Innovation Project Delivery (DOT)**
- C5: Bureau Chief, Data Collection (DOT)**
- C6: Bureau Chief, Claims (DOT)**
- C7: Senior Assistant Chief Counsel-Development (DOT)**

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- C8: Senior Assistant Chief Counsel-Implementation (DOT)**
- C9: Senior Assistant Chief Counsel for Ethics (DOT)**
- C10: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- C11: Senior Assistant Chief Counsel-Chicago (DOT)**
- C12: Labor Relations Manager (DOT)**
- C13: Bureau Chief, Budget & Fiscal Management (DOT)**
- C14: Bureau Chief, Info. Processing, Chief Information Officer (DOT)**
- C15: Bureau Chief, Personnel Management (DOT)**
- C16: Bureau Chief, Business Services (DOT)**
- C17: Section Chief, Investigations (DOT)**
- C18: Administrative Manager (DOT)**
- C19: Administrative Manager (DOT)**
- C20: Administrative Manager (DOT)**
- C21: Administrative Manager (DOT)**
- C22: Administrative Manager (DOT)**
- C23: Administrative Manager (DOT)**
- C24: Administrative Manager (DOT)**
- C25: Administrative Manager (DOT)**
- C26: Administrative Manager (DOT)**
- D: Regulatory Innovation Officer (DFPR)**
- E1: Healthcare and Human Services Advisor (HFS)**
- E2: Media Administrator (HFS)**
- E3: Special Assistant, Prescription Drugs-Cook County (HFS)**
- E4: Special Assistant, Prescription Drugs-Downstate (HFS)**

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

Item	Agency / Position #		Functional Title	Incumbent
F1	DES	40070-44-40-500-00-01	Manager, Misclassified Worker Program	Vacant
F2	DES	40070-44-46-000-00-01	Manager, Bureau of Planning and Procedures	Vacant
F3	DES	40070-44-56-000-00-01	Regional Manager, Central	Vacant
G	DHS	40070-10-66-200-10-01	Associate Deputy Director, Developmental Disabilities	Tiffany Bailey
H	SBI*	40070-50-95-000-00-03	Chief Fiscal Officer	Vacant
I	DoIT	40070-28-11-100-00-01	Budget Director (continued from May 2019 meeting)	Vacant

*State Board of Investment

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

- F1: Manager, Misclassified Worker Program (DES)**
- F2: Manager, Bureau of Planning and Procedures (DES)**
- F3: Regional Manager, Central (DES)**
- G: Associate Deputy Director, Developmental Disabilities (DHS)**
- H: Chief Fiscal Officer (SBI)**
- I: Budget Director (DoIT)**

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;

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- 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.

B. None submitted

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?

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?

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IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-9-20

Employee	Remello R. Brooks	Appeal Date	08/29/19
Agency	Human Services	Decision Date	11/06/19
Appeal Type	Discharge	Proposal for Decision	22-day suspension in lieu of discharge.
ALJ	Andrew Barris		

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

XI. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-4-20

Employee	Michelle O. Tipton	Appeal Date	07/29/19
Agency	Human Services	Decision Date	11/06/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

DA-16-20

Employee	Akeem Hamilton	Appeal Date	10/15/19
Agency	Corrections	Decision Date	11/05/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

S-15-19

Employee	Marlena Braungardt	Appeal Date	01/17/19
Agency	Human Services	Decision Date	11/08/19
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

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

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XII. ANNUAL REPORT FOR FISCAL YEAR 2019

WILL THE COMMISSION APPROVE THE FISCAL YEAR 2019 ANNUAL REPORT?

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, December 19, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XV. MOTION TO ADJOURN