

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
FEBRUARY 20, 2020

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. ROLL CALL AND CONFIRMATION OF A QUORUM

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JANUARY 16, 2020

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JANUARY 16, 2020?

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. 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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B1. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-00-000-30-01
Functional Title	Chief of Administration
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

B2. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-00-020-00-01
Functional Title	Chief Compliance Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

B3. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-00-080-00-01
Functional Title	Chief Inspector
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

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

- B1: Chief of Administration (DOC)**
- B2: Chief Compliance Officer (DOC)**
- B3: Chief Inspector (DOC)**

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

Section 1.142(b) provides that the Commission may rescind the exemption of positions that no longer meet the requirements for exemption upon the recommendation of the Director of Central Management Services. The determination of rescission of Section 4d(3) exemptions rests with Civil Service Commission. Section 1.142(b) of the Commission Rules provides that 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 ensure responsive and accountable administrative control of the programs of the agency.

Item	Agency / Position #		Functional Title	Incumbent
C1	DOC	40070-29-00-000-00-01	Staff Assistant	Vacant
C2	DOC	40070-29-02-020-00-01	Staff Assistant	Vacant

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; and
- f) The relation of the class specifications to any applicable collective bargaining agreement.

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

- B. Weatherization Specialist Trainee**
- Weatherization Specialist I**
- Weatherization Specialist II**
- Weather Specialist III**

Classification Analysis: “The Illinois Department of Commerce and Economic Opportunity (DCEO) requested a study and revisions of the Weatherization Specialist Trainee, Weatherization Specialist I, Weatherization Specialist II, and Weatherization Specialist III class specifications to enhance the recruiting pool of qualified candidates suited to perform the position duties of all the classes. The DCEO and the Department of Central Management Services (CMS) Division of Examining and Counseling have approved the following proposed changes to these titles to clarify a unique set of desirable requirements.

Proposed key revisions include:

1. A necessary change of emphasis for these classes from college education to work experience. In the class specification desirable requirements for the Weatherization Specialist Trainee (which are minimum standards), we propose replacing "college or equivalency" requirement language with language emphasizing the importance of suitable work experience and a necessary proficiency level of skills to perform the job duties. Thus, the proffered requirements state equivalence to four (4) years of related and skilled experience, for which directly related college education may substitute, to a maximum of three (3) years. Trainee applicants satisfying the stated minimum requirements, would be invited to complete a supplemental questionnaire to further verify the completion of one year of related benchmark experience, and receive a final grade for the examination process. The current class specification has no stated work experience requirement, so this change will significantly enhance DCEO's ability to identify and hire candidates that are well-suited to the Weatherization Specialist positions.
2. Clarification of the federal/state-issued certifications as a prerequisite to qualify for advancement into the Weatherization Specialist I class. Achievement of the certifications within the duration of the training period is an explicit goal of the training program. This designation effectively 'closes' this classification series and prevents hiring at the higher working levels but ensures that all future employees have satisfactorily completed the training program.
3. Expanded descriptions of the physical abilities necessary to perform the position duties of the Weatherization Specialist Trainee, Weatherization Specialist I, Weatherization Specialist II, Weatherization Specialist III. This is essential, as there are valid dexterity and physical fitness elements necessary to performing the job duties, such as climbing and carrying ladders, working and moving under mobile homes and in crawl spaces, transporting and setting up industrial equipment, etc. It is important for the safety of Weatherization Specialists, other work-team members, and program services recipients that such duties can be performed capably, so reasonable expectations are set forth in the Knowledges, Skills and Abilities sections and more accurate descriptions of the functions and effort required of these positions are included in the Distinguishing Features of Work and Illustrative Examples of Work sections of the class specifications."

C. Land Acquisition Agent III

Classification Analysis: "The Department of Natural Resources requested a revision of the Land Acquisition Agent III class specification to comply with the Illinois Compiled Statutes in 225 ILCS 458/5-5 which indicates that a real estate appraiser must be licensed. The class specification has been revised to clarify certain language and to reflect the addition of the licensure requirement as follows:

'May require possession of a current, valid real estate appraiser license.'

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON MARCH 1, 2020?

- B. Weatherization Specialist Trainee**
Weatherization Specialist I
Weatherization Specialist II
Weather Specialist III

- C. Land Acquisition Agent III**

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?

February 20, 2020

IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-14-20

Employee	Kevin C. Hodges	Appeal Date	10/15/19
Agency	Human Services	Decision Date	02/06/20
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus the duration of suspension pending discharge.
ALJ	Andrew Barris		

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

XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

RV-12-20

Employee	James Chappell	Appeal Date	10/01/19
Agency	Corrections	Decision Date	02/06/20
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
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, March 19, 2020 in the Chicago and Springfield offices of the Commission by interactive video conference.

XIV. MOTION TO ADJOURN