

March 15, 2018

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
MARCH 15, 2018

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 FEBRUARY 15, 2018

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 15, 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.**

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 .....	66	13
Aging.....	134	19
Agriculture .....	320	18
Arts Council .....	13	2
Capitol Development Board .....	31	0
Central Management Services .....	869	66
Children and Family Services.....	2,592	53
Civil Service Commission .....	3	0
Commerce & Economic Opportunity .....	246	66
Commerce Commission .....	59	0
Corrections .....	12,115	110
Criminal Justice Authority.....	46	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council .....	6	1
Emergency Management Agency.....	64	8
Employment Security .....	1,077	29
Environmental Protection Agency.....	601	18
Financial & Professional Regulation .....	364	48
Gaming Board .....	144	5
Guardianship and Advocacy .....	102	8
Healthcare and Family Services .....	1,618	26
Human Rights Commission.....	14	2
Human Rights Department.....	120	10
Human Services.....	12,839	80
Illinois Torture Inquiry Relief Commission .....	3	1
Independent Tax Tribunal .....	1	0
Innovation and Technology .....	1,258	60
Insurance .....	211	17
Investment Board .....	4	2
Juvenile Justice.....	929	28
Labor .....	74	11
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd. ....	23	3
Lottery .....	136	8
Military Affairs.....	133	3
Natural Resources.....	1,092	34
Pollution Control Board .....	18	2
Prisoner Review Board.....	19	1
Property Tax Appeal Board.....	33	1
Public Health .....	1,091	40
Racing Board.....	2	1
Revenue.....	1,393	45
State Fire Marshal .....	124	11
State Police.....	920	10
State Police Merit Board .....	7	2
State Retirement Systems .....	93	3
Transportation .....	3,471	0
Veterans' Affairs .....	1,281	10
Workers' Compensation Commission.....	116	11
<b>TOTALS.....</b>	<b>45,901</b>	<b>899</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. None submitted**

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

B. Dental Assistant  
Dental Hygienist  
Dentist I  
Dentist II

**Classification Analysis:** “The Department of Central Management Services (DCMS) Bureau of Personnel Division of Technical Services, in addition to continuing on-going and recently requested class studies, has instituted procedures to examine each of the class specifications currently active in the State of Illinois Classification Plan. 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 classes and features objectives to A) reduce the number of class specifications that have lay dormant or disused (i.e., classes with no incumbents for at least two years, classes without established positions) by abolishing the classes that are identified as such; and B) systematically bring up to date all content of each class specification under the Personnel Code that is in use by state agencies.

The Dental Class Specifications were last revised several years ago. The Dental Assistant was last revised on 8-16-74, the Dental Hygienist on 12-1-64, Dentist I on 7-16-70, and Dentist II on 4-25-90. These classes have been revised to meet the current duties and responsibilities of such classes.”

**C. Internal Auditor Trainee  
Internal Auditor I  
Internal Auditor II**

**Classification Analysis:** “The Department of Central Management Services (DCMS), Internal Audit Division, has expressed a need to the DCMS Division of Technical Services to develop a new class specification that would address and clearly define the requirements and work roles for senior auditor positions as part of an Internal Auditor classification series. These positions will be required to independently conduct complex audits, serve as senior auditors for audit teams and/or function as lead workers to new or lower level auditors. A new class, Internal Auditor II (IA 2), has been created to accommodate the advanced level of skills and knowledge that is required to efficiently handle a variety of situations that could arise in a complex auditing work environment.

The DCMS Division of Technical Services Class Studies Unit has conducted research and analysis in cooperation with the DCMS Internal Audit Division to determine appropriate functions, responsibilities and requirements and to propose a compensation level for the new IA 2. These functions, responsibilities and requirements are described in the attached draft class specification for the Internal Auditor II. Also, the existing class specifications for Internal Auditor Trainee and Internal Auditor I were revised to establish consistency between the various levels and to observe modern policies and principles of the job classification process.”

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON APRIL 1, 2018?**

- B. Dental Assistant**
- Dental Hygienist**
- Dentist I**
- Dentist II**

- C. Internal Auditor Trainee**
- Internal Auditor I**
- Internal Auditor II**

**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?**

IX. RECONVENE THE REGULAR OPEN MEETING

X. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period, 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.

<b>Agency</b>	<b>1/31/18</b>	<b>2/28/18</b>	<b>2/28/17</b>
Aging	1	<b>1</b>	0
Arts Council	3	<b>2</b>	0
Central Management Services	4	<b>4</b>	0
Children and Family Services	0	<b>1</b>	0
Commerce and Economic Opportunity	1	<b>1</b>	0
Employment Security	9	<b>8</b>	0
Financial and Professional Regulation	2	<b>0</b>	0
Guardianship & Advocacy	0	<b>1</b>	0
Healthcare and Family Services	3	<b>3</b>	0
Human Services	22	<b>12</b>	1
Innovation & Technology	4	<b>6</b>	0
Insurance	0	<b>1</b>	0
Labor Relations Board-Educational	2	<b>1</b>	0
Natural Resources	37	<b>14</b>	2
Property Tax Appeal Board	0	<b>2</b>	0
Public Health	3	<b>3</b>	0
State Police	4	<b>6</b>	0
State Retirement Systems	1	<b>0</b>	2
Transportation	16	<b>21</b>	14
Veterans' Affairs	4	<b>1</b>	0
Workers' Compensation Commission	1	<b>1</b>	0
<b>Totals</b>	<b>117</b>	<b>89</b>	<b>19</b>

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XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

**DA-10-18**

Employee	Lakeisha E. Paden	Appeal Date	8/16/17
Agency	Human Services	Decision Date	2/27/18
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-13-18**

Employee	Brian T. Guthrie	Appeal Date	9/06/17
Agency	Corrections	Decision Date	3/02/18
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-24-18**

Employee	Jeffrey B. Reed	Appeal Date	12/07/17
Agency	Transportation	Decision Date	03/01/18
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Daniel Stralka		

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

XII. APPEAL TERMINATED WITHOUT DECISIONS ON THE MERITS

**DA-28-18**

Employee	Akeem Hamilton	Appeal Date	2/08/18
Agency	Corrections	Decision Date	2/20/18
Appeal Type	Discharge	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?**



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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, April 19, 2018 by interactive video conference in the Springfield and Chicago offices of the Commission.**

XV. MOTION TO ADJOURN