

April 18, 2019

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
APRIL 18, 2019

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 MARCH 22, 2019

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MARCH 22, 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	12
Aging	132	19
Agriculture	330	18
Arts Council	14	2
Capitol Development Board	34	0
Central Management Services	884	56
Children and Family Services	2,679	53
Civil Service Commission	3	0
Commerce & Economic Opportunity	221	65
Commerce Commission	52	0
Corrections	12,879	110
Criminal Justice Authority	53	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	71	10
Employment Security	1,096	29
Environmental Protection Agency	604	16
Financial & Professional Regulation	393	48
Gaming Board	150	9
Guardianship and Advocacy	96	8
Healthcare and Family Services	1,555	27
Human Rights Commission	15	2
Human Rights Department	118	10
Human Services	12,748	80
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,231	60
Insurance	208	17
Investment Board	3	2
Juvenile Justice	912	29
Labor	72	11
Labor Relations Board Educational	11	3
Labor Relations Board State	14	2
Law Enforcement Training & Standards Bd.	20	3
Lottery	147	8
Military Affairs	135	3
Natural Resources	1,200	29
Pollution Control Board	16	2
Prisoner Review Board	22	1
Property Tax Appeal Board	37	2
Public Health	1,130	42
Racing Board	3	1
Revenue	1,492	47
State Fire Marshal	130	12
State Police	956	8
State Police Merit Board	6	2
State Retirement Systems	100	3
Transportation	3,792	0
Veterans' Affairs	1,228	9
Workers' Compensation Commission	108	12
TOTALS	47,185	892

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 Dept. of Central Management Services – proposed exemption (continued from March 22, 2019 meeting)

Position Number	40070-37-70-110-00-01
Functional Title	Senior Labor Relations Counsel
Incumbent	Vacant
Supervisor	Deputy General Counsel, Labor Relations who reports to the General Counsel who reports to the Director
Location	Sangamon County

D. Illinois Dept. of Healthcare & Family Services – proposed exemption (continued from March 22, 2019 meeting)

Position Number	40070-33-20-010-00-61
Functional Title	Deputy Administrator of Operations
Incumbent	Vacant
Supervisor	Division Administrator who reports to the Director
Location	Sangamon County

E. Illinois Dept. of Human Rights – proposed exemption (continued from March 22, 2019 meeting)

Position Number	40070-49-50-100-10-02
Functional Title	Chief Litigation Attorney-Fair Housing
Incumbent	Vacant
Supervisor	Chief Legal Counsel who reports to the Director
Location	Cook County

F. Illinois Department of Revenue – proposed exemption (continued from March 22, 2019 meeting)

Position Number	40070-25-00-000-01-01
Functional Title	Deputy Director
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].”

Item G is a proposed rescission continued from the March 22, 2019 meeting. See Rescission Section below.

H. Illinois Law Enforcement Training and Standards Board – proposed exemption

Position Number	40070-50-88-000-01-03 ^A
Functional Title	Deputy Director, Field Operations
Incumbent	Patrick J. Connolly
Supervisor	Executive 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.”

I. Illinois Environmental Protection Agency – proposed exemption

Position Number	40070-46-00-000-03-01
Functional Title	Chief of Staff
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.”

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

Position Number	40070-33-00-000-20-61
Functional Title	Legislative Liaison
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS recommendation: “This position has been reviewed and approved for establishment; however, we cannot post it on the system as it is currently ‘locked’ due to a critical time-sensitive project. We anticipate having this position posted to the system next week. The establishment will still hold the effective date of 02-01-19. 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.”

^A This position was granted 4d(3) exemption on April 20, 2017 for a period of two years.

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

- C: Senior Labor Relations Counsel (CMS)**
- D: Deputy Administrator of Operations (HFS)**
- E: Chief Litigation Attorney-Fair Housing (DHR)**
- F: Deputy Director (DOR)**
- H: Deputy Director, Field Operations (LETSB)**
- I: Chief of Staff (EPA)**
- J: Legislative Liaison (HFS)**

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

On March 28, 2019 the Director of Central Management Services sent notice that she was recommending rescission of 23 Section 4d(3) exempt positions which may no longer meet the requirements for exemption. Each affected agency was provided notice of this recommended action. The following is a list of these positions that will now be put forth before the Commission for formal consideration of rescission of their exemption. 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 G below was continued from the March 22, 2019 meeting.

Item	Agency / Position #		Functional Title	Incumbent
G	DOC	40070-29-40-210-00-01	Assistant Deputy Director-Functional Processes	Vacant

Item	Agency / Position #		Functional Title	Incumbent
K1	CEO	37015-42-00-020-00-01	Executive Assistant	Vacant
K2	CEO	37015-42-00-050-11-01	Asst. Dep. Director-Film Office	Louis Ferrara
K3	CEO	40070-42-00-071-00-02	Program Policy Development Manager	Vacant
K4	CEO	40070-42-00-600-00-01	Deputy Director of Management Operations	Bonnie Van Tholen

Item	Agency / Position #		Functional Title	Incumbent
K5	CEO	40070-42-10-050-00-01	Regional Economic Development Manager-Northeast	Robert Anderson, Jr.
K6	CEO	40070-42-40-100-00-01	Assistant Deputy Director-Employment & Training	Jody Hunt
K7	CEO	40070-42-50-000-05-01	Assistant Deputy Director Office of Community Development	Wendy Bell
L1	DoIT	40070-28-05-010-10-01	IT Strategic Sourcing Manager-Chief Administrative Officer Div	Tara Washington
L2	DoIT	40070-28-05-010-20-01	IT/Telecom Procurement Manager-Chief Admin, Officer	Craig Holloway
L3	DoIT	40070-28-43-200-00-01	Chief Information Security Officer-DOR	Vacant
M	INS	37015-14-24-100-00-01	Agency Procurement Officer	Michael Underwood
N	LOT	40070-45-02-200-00-01	Deputy General Counsel	Vacant
O1	DNR	37015-12-00-001-10-01	EEO Officer	Vacant
O2	DNR	40070-12-04-000-00-01	Executive Director-World Shooting & Rec. Complex	Monica Brackman
P1	DOR	40070-25-00-000-20-01	Chief Disclosure Officer	M. Jameson
P2	DOR	40070-25-10-200-00-01	Agency Procurement Officer	Tracy Rutter
P3	DOR	40070-25-48-500-00-01	Field Compliance Division Mgr.	Gina Risley
Q1	SFM	37015-50-50-100-00-84	Fire Safety Compliance Manager	R. Wetzel
Q2	SFM	40070-50-50-100-00-84	Fire Prevention Manager	D. Simpson
Q3	SFM	40070-50-50-200-00-84	Boiler & Pressure Vessel Safety Manager	M. Vogel, JR.
Q4	SFM	40070-50-50-400-00-16	Elevator Safety Director	R. Capuani
Q5	SFM	40070-50-50-500-00-84	Petroleum & Chemical Safety Manager	Fred Schneller
Q6	SFM	40070-50-50-800-00-84	Arson Investigation Manager	Terry Ooms

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

- G: Assistant Deputy Director-Functional Processes (DOC)
(Continued from March 22, 2019 meeting)**
- K1: Executive Assistant (CEO)**
- K2: Assistant Deputy Director-Film Office (CEO)**
- K3: Program Policy Development Manager (CEO)**
- K4: Deputy Director of Management Operations (CEO)**
- K5: Regional Economic Development Manager-Northeast (CEO)**
- K6: Assistant Deputy Director-Employment & Training (CEO)**

- K7: Assistant Deputy Director Office of Community Development CEO**
- L1: IT Strategic Sourcing Manager (DoIT)**
- L2: IT/Telecom Procurement Manager (DoIT)**
- L3: Chief Information Security Officer-DOR (DoIT)**
- M: Agency Procurement Officer (INS)**
- N: Deputy General Counsel (LOT)**
- O1: EEO Officer (DNR)**
- O2: Executive Director-World Shooting & Recreational Complex (DNR)**
- P1: Chief Disclosure Officer (DOR)**
- P2: Agency Procurement Officer (DOR)**
- P3: Field Compliance Division Manager (DOR)**
- Q1: Fire Safety Compliance Manager (SFM)**
- Q2: Fire Prevention Manager (SFM)**
- Q3: Boiler & Pressure Vessel Safety Manager (SFM)**
- Q4: Elevator Safety Director (SFM)**
- Q5: Petroleum & Chemical Safety Manager (SFM)**
- Q6: Arson Investigation Manager (SFM)**

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;

April 18, 2019

- 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 (CMS):

Cancer Registrar I
Cancer Registrar II
Cancer Registrar III

CMS Classification Analysis: “The Department of Public Health (DPH) has experienced difficulty recruiting prospective employees into Cancer Registrar I, Cancer Registrar II, and Cancer Registrar III positions. There is a small pool of qualified persons nationwide from which to recruit for jobs at the Illinois State Cancer Registry (ISCR). Also, growth in competitive employment packages offered by employers in the healthcare industry has made state government positions less attractive by comparison. The DPH is requesting modifications to the Cancer Registrar class specifications, to improve the agency's likelihood of acquiring additional qualified staff to perform the critical functions of Certified Tumor Registrars (CTRs) at the ISCR.

The CTR credential eligibility criteria are set by the National Cancer Registrars Association (NCRA) Council on Certification and include a combination of education, training and experience that serves to prepare and qualify an individual to take the CTR exam, and to perform the duties and responsibilities of ISCR Cancer Registrar positions according to our own research and the agency subject matter experts. The modifications to the class specifications are summarized here:

- Cancer Registrar I, desirable requirements, education and experience: Requires NCRA-verified eligibility to take the Certified Tumor Registrar (CTR) examination.
- Cancer Registrar II, desirable requirements, education and experience: Requires verified possession of NCRA current certification in good standing as a CTR.
- Cancer Registrar III, desirable requirements, education and experience: Requires verified possession of current NCRA certification in good standing as a CTR and an additional two years of work experience in the field.

To assist the agency with these efforts, the Department of Central Management Services recommends these proposed changes to the Cancer Registrar I, Cancer Registrar II, and Cancer Registrar III class specifications.”

April 18, 2019

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON MAY 1, 2019?

- B. Cancer Registrar I**
- Cancer Registrar II**
- Cancer Registrar 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?

April 18, 2019

IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-16-19

Employee	Stephen McPherson	Appeal Date	1/24/19
Agency	Corrections	Decision Date	4/05/19
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus duration of suspension pending discharge.
ALJ	Andrew Barris		

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

XI. APPEALS TERMINATED WITHOUT DECISIONS ON THE MERITS

DA-23-10

Employee	Tamara Hoffman	Appeal Date	12/02/09
Agency	Healthcare & Family Services	Decision Date	04/05/19
Appeal Type	Discharge	Proposal for Decision	Dismissed; settled.
ALJ	Andrew Barris		

DA-7-19

Employee	James Cornelius	Appeal Date	9/25/18
Agency	Abraham Lincoln Presidential Library and Museum	Decision Date	4/10/19
Appeal Type	Discharge	Proposal for Decision	Dismissed; settled.
ALJ	Andrew Barris		

DA-19-19

Employee	Heidi Adams	Appeal Date	3/11/19
Agency	Human Services	Decision Date	4/01/19
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

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

April 18, 2019

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, May 16, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XIV. MOTION TO ADJOURN