

May 17, 2018

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MAY 17, 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 APRIL 19, 2018

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD APRIL 19, 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.....	137	19
Agriculture	324	18
Arts Council	12	2
Capitol Development Board	31	0
Central Management Services.....	863	66
Children and Family Services.....	2,579	53
Civil Service Commission.....	3	0
Commerce & Economic Opportunity.....	247	66
Commerce Commission	58	0
Corrections	12,162	110
Criminal Justice Authority.....	48	7
Deaf and Hard of Hearing Comm.....	3	1
Developmental Disabilities Council.....	6	1
Emergency Management Agency.....	62	8
Employment Security	1,062	29
Environmental Protection Agency.....	603	18
Financial & Professional Regulation.....	367	48
Gaming Board	145	5
Guardianship and Advocacy	101	8
Healthcare and Family Services	1,591	26
Human Rights Commission.....	14	2
Human Rights Department.....	116	10
Human Services.....	12,769	80
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology.....	1,262	60
Insurance	209	17
Investment Board	5	2
Juvenile Justice.....	942	28
Labor	73	11
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd.	23	3
Lottery	137	8
Military Affairs.....	132	3
Natural Resources.....	1,097	34
Pollution Control Board	18	2
Prisoner Review Board.....	18	1
Property Tax Appeal Board.....	33	1
Public Health	1,098	40
Racing Board.....	2	1
Revenue.....	1,402	45
State Fire Marshal	124	11
State Police.....	918	10
State Police Merit Board	7	2
State Retirement Systems	93	3
Transportation	2,162	0
Veterans' Affairs	1,264	10
Workers' Compensation Commission.....	115	11
TOTALS.....	44,529	899

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)

* * *

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 abolishment, creation, and revision by the Director of the Illinois Department of Central Management Services:

B. Corrections Treatment Counselor Trainee (create)
Corrections Treatment Counselor (create)

Classification Analysis: “In response to several recent court decisions in Illinois, the Illinois Department of Corrections (IDOC) has reexamined and redefined its rehabilitation and societal reintegration philosophies and practices regarding offenders. Planned modifications of existing IDOC systems include a strong emphasis on delivering professional level restorative treatment services to offenders within institutions, and comprehensive planning, implementation and maintenance of offender aftercare support services to facilitate successful community reentry for individuals released from incarceration. To realize these goals, IDOC requests establishment of two new classes: Corrections Treatment Counselor (CTC) and Corrections Treatment Counselor Trainee (CTCT).

Objectives of institution-based CTC’s include easing facility adjustment for offenders, effective identification and use of programs, and ongoing treatment interventions to achieve comprehensive treatment goals. Aftercare objectives are effective treatment and transition planning and maintenance for individuals reentering communities, including fostering support and cooperation amongst families, service providers and others. IDOC plans to utilize the classes in all facilities, serving all populations.

The Corrections Treatment Counselor Trainee class is proposed as a means of recruiting and hiring candidates that meet the CTC class specification educational requirements, but lack the necessary related experience, as may be the case with recent university graduates. Such candidates could gain employment as a Trainee, learn agency operations and work duties, and be promoted to the targeted title at the appropriate time. Additionally, the agency will increase its visibility to candidates whom might not otherwise be aware of, or consider, employment opportunities within the IDOC.

Creation of these classes serves to demonstrate the IDOC's continuing commitment to fulfill obligations resulting from recent legal decisions, and the agency's faithfulness to the improvement of the Illinois correctional system for the restoration and rehabilitation of offenders."

- C. **Child Welfare Staff Development Coordinator I (abolish)**
Child Welfare Staff Development Coordinator II (abolish)
Child Welfare Staff Development Coordinator III (abolish)
Child Welfare Staff Development Coordinator IV (revise)

Classification Analysis: "The Department of Children and Family Services (DCFS) has requested changes to the desirable requirements of the Child Welfare Staff Development Coordinator IV (CWSDC 4) class specification. Positions allocated to this class are responsible for planning, organizing and conducting the staff development program of DCFS and report to a Public Service Administrator that is in charge of coordinating the training services statewide. Currently the Education and Experience section reads as follows:

'Requires knowledge, skill and mental development equivalent to completion of a master's degree with courses in the behavioral sciences or education. Requires two years responsible administrative experience in a public or private social welfare agency.'

The agency has indicated that these requirements are no longer sufficiently specific to target a qualified candidate pool. This class specification has not been revised since 1971. The agency would like the Education and Experience requirements revised as follows:

'Requires completion of a bachelor's degree in social work, a related human services field, criminal justice, criminal justice administration, or law enforcement. Requires two years of professional experience in conducting or supervising child protection investigations and one year of experience in conducting training presentations or facilitating adult learning.'

This change is intended to enhance the agency's ability to recruit and retain qualified employees via new hiring or promotional advancement, and to assist agency efforts to pursue candidates with a bachelor's degree in a field relevant to the work as well as experience 'in the child protection field that is needed to ensure that staff in that title can effectively administer training for direct service staff.' Past efforts to recruit have yielded less than ideal results as the equivalency language depicted in the current class

specification has allowed individuals to be deemed qualified that possessed education and experience backgrounds that were poor matches to the work of the position. Other revisions have been incorporated as well to bring the class specification up to date.

Over the course of our review, we examined the other classes within the Child Welfare Staff Development Coordinator series: Child Welfare Staff Development Coordinator I (CWSDC 1), Child Welfare Staff Development Coordinator II (CWSDC 2), and Child Welfare Staff Development Coordinator III (CWSDC 3). Our records show that the agency has not used the three lower levels of this series for an extended period of time. DCFS has indicated that they have no plans to use them and no longer budget for positions in these classes except for the CWSDC 4. All of the work conducting staff development training is done by incumbents of the CWSDC 4 class. Therefore, we recommend that the CWSDC 1, CWSDC 2, and CWSDC 3 class specifications be abolished. We also recommend the adoption of the proposed draft of the Child Welfare Staff Development Coordinator IV that is included as part of this report in class specification amendment format.”

WILL THE COMMISSION APPROVE THE ABOLISHMENT, CREATION, AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE JUNE 1, 2018?

- B. Corrections Treatment Counselor Trainee (create)**
Corrections Treatment Counselor (create)

- C. Child Welfare Staff Development Coordinator I (abolish)**
Child Welfare Staff Development Coordinator II (abolish)
Child Welfare Staff Development Coordinator III (abolish)
Child Welfare Staff Development Coordinator IV (revise)

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

May 17, 2018

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.

Agency	3/31/18	4/30/18	4/30/17
Aging	1	1	0
Agriculture	0	0	1
Arts Council	2	0	0
Central Management Services	2	1	3
Children and Family Services	1	1	1
Commerce and Economic Opportunity	1	1	1
Corrections	0	1	0
Employment Security	7	2	0
Financial and Professional Regulation	1	1	1
Guardianship & Advocacy	1	1	1
Healthcare and Family Services	6	4	6
Human Rights Department	0	1	0
Human Services	18	16	14
Innovation & Technology	7	6	0
Insurance	1	1	0
Juvenile Justice	0	0	1
Labor Relations Board-Educational	2	1	0
Natural Resources	19	9	9
Property Tax Appeal Board	3	3	1
Public Health	5	5	0
Revenue	0	1	1
State Fire Marshal	1	1	2
State Police	8	7	1
Transportation	26	0	0
Veterans' Affairs	1	1	2
Workers' Compensation Commission	1	0	0
Totals	114	65	45

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-7-18

Employee	Stephanie Kirk	Appeal Date	8/11/17
Agency	Human Services	Decision Date	5/03/18
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-15-18

Employee	Dyiamond Davis	Appeal Date	9/14/17
Agency	Human Services	Decision Date	5/03/18
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?

RV-2-18

Employee	Berry Lauderdale	Appeal Date	7/19/17
Agency	Agriculture/Healthcare and Family Services	Decision Date	4/24/18
Appeal Type	Rule Violation	Proposal for Decision	No violation.
ALJ	Andrew Barris		

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

XII. APPEALS TERMINATED WITHOUT DECISIONS ON THE MERITS

DA-36-18

Employee	Sean M. O’Leary	Appeal Date	4/05/18
Agency	Revenue	Decision Date	4/24/18
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

S-38-18

Employee	Sylvana Rendon	Appeal Date	4/18/18
Agency	Employment Security	Decision Date	4/23/18
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Daniel Stralka		

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

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, June 21, 2018 by interactive video conference in the Springfield and Chicago offices of the Commission.

XV. MOTION TO ADJOURN