

June 20, 2019

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
June 20, 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 MAY 16, 2019

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MAY 16, 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	76	12
Aging.....	134	18
Agriculture	338	16
Arts Council	14	2
Capitol Development Board.....	34	0
Central Management Services.....	881	49
Children and Family Services.....	2,695	54
Civil Service Commission.....	3	0
Commerce & Economic Opportunity.....	224	52
Commerce Commission	53	0
Corrections	12,908	107
Criminal Justice Authority.....	52	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency.....	70	10
Employment Security	1,088	28
Environmental Protection Agency.....	602	18
Financial & Professional Regulation.....	397	48
Gaming Board	150	9
Guardianship and Advocacy	98	8
Healthcare and Family Services	1,557	29
Human Rights Commission.....	17	2
Human Rights Department	121	12
Human Services.....	12,862	82
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology.....	1,232	58
Insurance	209	18
Investment Board	3	2
Juvenile Justice.....	924	30
Labor	74	11
Labor Relations Board Educational.....	11	3
Labor Relations Board State.....	14	2
Law Enforcement Training & Standards Bd.	20	3
Lottery	146	7
Military Affairs.....	137	3
Natural Resources.....	1,182	28
Pollution Control Board	16	2
Prisoner Review Board.....	22	1
Property Tax Appeal Board.....	38	2
Public Health.....	1,133	42
Racing Board.....	3	1
Revenue.....	1,490	47
State Fire Marshal	130	7
State Police.....	960	8
State Police Merit Board	6	2
State Retirement Systems	100	3
Transportation	2,686	3
Veterans' Affairs	1,235	9
Workers' Compensation Commission.....	106	12
TOTALS.....	46,264	870

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 May 16, 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 Department of Children and Family Services – proposed exemption (continued from May 16, 2019 meeting)

Position Number	37015-16-05-400-00-01
Functional Title	Chief, Asian-American Services
Incumbent	Marjorie Moore
Supervisor	Deputy Director of Affirmative Action who reports to the Director
Location	Cook County

E1. Illinois Dept. of Human Services – proposed exemption (continued from May 16, 2019 meeting)

Position Number	40070-10-66-010-00-01
Functional Title	Assistant Director, Developmental Disabilities
Incumbent	Kathleen Ward
Supervisor	Director of Developmental Disabilities who reports to the Assistant Secretary who reports to the Secretary
Location	Sangamon County

E2. Illinois Dept. of Human Services – proposed exemption (continued from May 16, 2019 meeting)

Position Number	40070-10-66-200-10-01
Functional Title	Associate Deputy Director-Developmental Disabilities
Incumbent	Tiffany Bailey
Supervisor	Deputy Director, Developmental Disabilities who reports to the Assistant Secretary who reports to the Secretary
Location	Lee County

F. Illinois Department of Natural Resources – proposed exemption (continued from May 16, 2019 meeting)

Position Number	37015-12-00-730-00-01
Functional Title	Chief Labor Relations Administrator
Incumbent	Chris Gasperin
Supervisor	Human Resources Director who reports to the Chief of Staff who reports to the Director
Location	Sangamon County

G. Illinois Property Tax Appeal Board – proposed exemption (continued from May 16, 2019 meeting)

Position Number	40070-50-48-600-00-51
Functional Title	Chief Administrative Law Judge-Hearings Division
Incumbent	Steve Waggoner
Supervisor	Executive Director
Location	Sangamon County

H1. Illinois Department of Veterans’ Affairs – proposed exemption (continued from May 16, 2019 meeting)

Position Number	37015-34-00-000-00-05
Functional Title	Labor Relations Administrator
Incumbent	Lisa Tisdale
Supervisor	Chief of Staff who reports to the Director
Location	Sangamon County

H2. Illinois Department of Veterans’ Affairs – proposed exemption (continued from May 16, 2019 meeting)

Position Number	40070-34-00-210-00-01
Functional Title	Deputy General Counsel
Incumbent	Matthew Eddington
Supervisor	General Counsel who reports to the Director
Location	Cook 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].”

11. Illinois Dept. of Children and Family Services – proposed exemption

Position Number	40070-16-00-600-10-01
Functional Title	Immersion Site Director
Incumbent	James E. Tooles
Supervisor	Associate Director of Strategy & Performance Execution who reports to the Director
Location	St. Clair County

12. Illinois Dept. of Children and Family Services – proposed exemption

Position Number	40070-16-00-600-10-02
Functional Title	Immersion Site Director
Incumbent	Norma Machay
Supervisor	Associate Director of Strategy & Performance Execution who reports to the Director
Location	Kane County

13. Illinois Dept. of Children and Family Services – proposed exemption

Position Number	40070-16-00-600-10-03
Functional Title	Immersion Site Director
Incumbent	Verletta Saxon
Supervisor	Associate Director of Strategy & Performance Execution who reports to the Director
Location	Rock Island County

14. Illinois Dept. of Children and Family Services – proposed exemption

Position Number	40070-16-00-600-10-04
Functional Title	Immersion Site Director
Incumbent	Vacant
Supervisor	Associate Director of Strategy & Performance Execution who reports to the Director
Location	Jefferson County

CMS recommendation: “These positions meet the reporting criteria of the Commission Rules and considering the similarities of the requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

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: Chief, Asian American Services (DCFS)**

- E1: Assistant Director- Developmental Disabilities (DHS)**
- E2: Associate Deputy Director-Developmental Disabilities (DHS)**
- F: Chief Labor Relations Administrator (DNR)**
- G: Chief Administrative Law Judge - Hearings Division (PTAB)**
- H1: Labor Relations Administrator (DVA)**
- H2: Deputy General Counsel (DVA)**
- I1: Immersion Site Director, St. Clair County (DCFS)**
- I2: Immersion Site Director, Kane County (DCFS)**
- I3: Immersion Site Director, Rock Island County (DCFS)**
- I4: Immersion Site Director, Jefferson County (DCFS)**

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

On February 28, 2019, March 28, 2019, and May 30, 2019 the Director of Central Management Services sent notice that she was recommending rescission of several Section 4d(3) exempt positions which may no longer meet the requirements for exemption. Each affected agency was provided notice of the recommended actions. 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, including two positions that have been continued from previous meetings (Items J and K).

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
J	DOC	40070-29-40-210-00-01	Assistant Deputy Director-Functional Processes	Vacant
K	DNR	40070-12-04-000-00-01	Exec. Dir.-World Shooting & Recreation Complex	Monica Brackman
L1	ALPLM	40070-19-10-150-00-01	Exhibits Manager	Vacant
L2	ALPLM	40070-19-10-400-00-01	Facility Services Manager	Lawrence Patterson
M1	AGE	40070-47-00-020-10-01	Transition & Research Administrator/Colbert Decree	Vacant
M2	AGE	40070-47-20-100-00-01	Deputy Division Manager	Vacant

Item	Agency / Position #		Functional Title	Incumbent
M3	AGE	40070-47-30-000-00-02	Deputy Division Manager/Home & Community Services	Vacant
N	AGR	40070-11-12-000-00-02	Assistant Illinois State Fair Mgr.	Vacant
O1	CMS	40070-37-41-100-00-01	Chief Information Officer	L. Krebs (75-day temp)
O2	CMS	40070-37-41-300-10-01	Facilities Trade & Building Services Manager	Vacant
O3	CMS	40070-37-41-400-00-01	Portfolio Manager - Equipment and Commodities Division	Vacant
O4	CMS	40070-37-62-000-00-01	Manager, Transactions & Property Administration	Vacant
P1	CEO	37015-42-00-210-00-01	Legislative Information Liaison	Vacant
P2	CEO	40070-42-00-000-20-01	International Market Event Development Manager	Vacant
P3	CEO	40070-42-00-030-00-01	Deputy Director, Urban Assistance	Vacant
P4	CEO	40070-42-00-700-06-01	Asst. Deputy Director- Entrepreneurship, Innovation & Technology	Vacant
P5	CEO	40070-42-00-740-00-01	Manager, Entrepreneurship, Innovation & Technology	Vacant
P6	CEO	40070-42-05-000-05-01	Assistant Deputy Director, Community Assistance	Vacant
P7	CEO	40070-42-10-025-00-01	Illinois Main Street Manager	Vacant
P8	CEO	40070-42-10-100-00-01	Regional Mgr. Economic Dev./ Northern Stateline	Vacant
P9	CEO	40070-42-10-300-00-01	Regional Mgr., Economic Dev./ East Central Region	Vacant
P10	CEO	40070-42-10-400-00-01	Regional Mgr., Economic Dev./ Central Region	Vacant
P11	CEO	40070-42-10-500-00-01	Regional Mgr., Economic Dev./ North Central Region	Vacant
P12	CEO	40070-42-10-800-00-01	Regional Mgr., Economic Dev./ Southern Central Region	Vacant
P13	CEO	40070-42-25-000-05-01	Assistant Deputy Director, Office Of tourism	Vacant
Q1	DOC	37015-29-00-000-15-01	Public Information Officer- Outreach Program	Vacant
Q2	DOC	40070-29-20-213-10-01	Assistant Center Supervisor	Vacant
Q3	DOC	40070-29-40-100-00-01	Administration Deputy Director	Vacant
Q4	DOC	40070-29-40-220-00-01	Assistant Deputy Director - Strategic Processes	Vacant
R	DES	40070-44-00-000-01-03	Staff Assistant/Advisor to Director	Thomas Dilbeck

Item	Agency / Position #		Functional Title	Incumbent
S	EPA	40070-46-00-200-00-01	Agency Purchasing Officer	Craig Foxall
T1	FPR	37015-13-40-500-00-01	Constituent Information Program Administrator-Professional Regulation	Vacant
T2	FPR	40070-13-00-400-00-01	Federal & State Interstate Liaison-Secretary's Office	Vacant
T3	FPR	40070-13-40-960-00-01	Director of Athletics- Statewide Enforcement Section	Vacant
U1	DHS	40070-10-04-200-00-01	Bureau Chief, Policy & Review, Contract Admin.	Vacant
U2	DHS	40070-10-04-300-00-01	Manager, Bureau of Contract Compliance, Contract Admin.	Brian Bond (Interim)
U3	DHS	40070-10-10-100-00-01	Manager, Business Services	D. Stavrou (Interim)
V	DoIT	40070-28-20-100-00-01	Executive Contract & Software License Mgr.-Chief Technology Office	Vacant
W	DOL	40070-15-20-100-00-01	Carnival Manager	Vacant
X1	DPH	00501-20-03-020-11-81	Assistant Legislative Liaison	Vacant
X2	DPH	00502-20-01-100-10-81	Grants Management Assistant to the Assistant Director	Vacant
X3	DPH	00502-20-03-010-20-81	Administrative Assistant	Vacant

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

- J: Assistant Deputy Director-Functional Processes (DOC)**
- K: Executive Director-World Shooting & Recreational Complex (DNR)**
- L1: Exhibits Manager (ALPLM)**
- L2: Facility Services Manager (ALPLM)**
- M1: Transition and Research Administrator/Colbert Decree (AGE)**
- M2: Deputy Division Manager (AGE)**
- M3: Deputy Division Manager, Home and Community Services (AGE)**
- N: Assistant Illinois State Fair Manager (AGR)**
- O1: Chief Information Officer (CMS)**
- O2: Facilities Trade and Building Services Manager (CMS)**
- O3: Portfolio Manager-Equipment and Commodities Div. (CMS)**
- O4: Manager, Transactions & Property Administration (CMS)**

- P1: Legislative Information Liaison (CEO)**
- P2: International market Event Development Manager (CEO)**
- P3: Deputy Director, Urban Assistance (CEO)**
- P4: Asst. Deputy Director, Entrepreneurship, Innovation & Tech. (CEO)**
- P5: Manager, Entrepreneurship, Innovation & Technology (CEO)**
- P6: Asst. Deputy Director, Community Assistance (CEO)**
- P7: Illinois Main Street Manager (CEO)**
- P8: Regional Mgr., Economic Dev./Northern Stateline (CEO)**
- P9: Regional Mgr., Economic Dev./East Central Region (CEO)**
- P10: Regional Mgr., Economic Dev./Central Region (CEO)**
- P11: Regional Mgr., Economic Dev./North Central Region (CEO)**
- P12: Regional Mgr., Economic Dev./Southern Central Region (CEO)**
- P13: Assistant Deputy Director, Office of Tourism (CEO)**
- Q1: Public Information Officer-Outreach Program (DOC)**
- Q2: Assistant Center Supervisor (DOC)**
- Q3: Administration Deputy Director (DOC)**
- Q4: Assistant Deputy Director, Strategic Processes (DOC)**
- R: Staff Assistant/Advisor to Director (DES)**
- S: Agency Purchasing Officer (EPA)**
- T1: Constituent Information Program Admin-Professional Reg (FPR)**
- T2: Federal & State Interstate Liaison-Secretary's Office (FPR)**
- T3: Director of Athletics-Statewide Enforcement Section (FPR)**
- U1: Bureau Chief, Policy & Review, Contract Administration (DHS)**
- U2: Manager, Contract Compliance, Contract Administration (DHS)**
- U3: Manager, Business Services (DHS)**
- V: Executive Contract & Software License Mgr., Chief Technology (DoIT)**
- W: Carnival Manager (DOL)**
- X1: Assistant Legislative Liaison (DPH)**
- X2: Grants Management Assistant to the Assistant Director (DPH)**
- X3: Administrative Assistant (DPH)**

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.

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

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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. INTERLOCUTORY APPEAL

DA-18-19

Employee	Kala Scott-Calvin	Appeal Date	3/07/19
Agency	Human Services	Decision Date	6/06/19
Appeal Type	Discharge	Proposal for Decision	Grant Motion to Dismiss for no jurisdiction.
ALJ	Andrew Barris		

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

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-35-18

Employee	Alex Hall, Jr.	Appeal Date	4/04/18
Agency	Corrections	Decision Date	6/07/19
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?

DA-14-19

Employee	Sharona Mondy	Appeal Date	1/04/19
Agency	Human Services	Decision Date	6/05/19
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?

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XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

S-30-18

Employee	James E. High	Appeal Date	5/24/19
Agency	Transportation	Decision Date	6/06/19
Appeal Type	Suspension	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?

XIII. REVIEW OF CLOSED MEETING MINUTES PURSUANT TO OPEN MEETINGS ACT

AFTER REVIEW OF THE CLOSED MEETING MINUTES PURSUANT TO THE OPEN MEETINGS ACT, WILL THE COMMISSION AGREE THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS?

XIV. STAFF REPORT

XV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, July 18, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XVI. MOTION TO ADJOURN