

August 15, 2019

REGULAR MEETING MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
August 15, 2019

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:02 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Vivian Robinson, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director, Andrew Barris, Assistant Executive Director, and Sabrina Johnson, Exemption Monitor; Sarah Kerley, John Logsdon, and Chris Nickols, Illinois Department of Central Management Services; Jeanette Okulinski, Illinois Department of Employment Security; Scott Viniard, Illinois Department of Human Services; Melina Tomaras-Collins and Travis March, Illinois Department of Commerce and Economic Opportunity; Geny Chiaradonna, Illinois Gaming Board; Beth Duesterhaus and Gregg Easterly, Illinois Department of Innovation and Technology; Becky Koehler and Phil Kaufmann, Illinois Department of Transportation; and Erin Bonales and Tonya Neal, Office of the Executive Inspector General.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JULY 18, 2019

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 18, 2019.**

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

In accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, Chairman Timothy Sickmeyer then suspended the agenda to acknowledge the impending retirement of Daniel Stralka as Executive Director of the Civil Service Commission and presented him with several certificates of appreciation of his service.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

**A. Report on Exempt Positions from Department of Central Management Services**

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum	72	10
Aging	134	15
Agriculture	340	15
Arts Council	14	2
Capitol Development Board	34	0
Central Management Services	839	46
Children and Family Services	2,664	55
Civil Service Commission	4	0
Commerce & Economic Opportunity	206	39
Commerce Commission	52	0
Corrections	12,858	102
Criminal Justice Authority	51	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	69	10
Employment Security	1,072	27
Environmental Protection Agency	591	17
Financial & Professional Regulation	384	46
Gaming Board	148	9
Guardianship and Advocacy	97	8
Healthcare and Family Services	1,521	29
Human Rights Commission	17	2
Human Rights Department	124	12
Human Services	12,730	84
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,199	57
Insurance	203	18
Investment Board	3	2
Juvenile Justice	922	30
Labor	73	10
Labor Relations Board Educational	11	3
Labor Relations Board State	14	2
Law Enforcement Training & Standards Bd.	20	3
Liquor Control Commission	37	7
Lottery	142	7
Military Affairs	134	3
Natural Resources	1,206	29
Pollution Control Board	14	2
Prisoner Review Board	22	1
Property Tax Appeal Board	35	2
Public Health	1,113	39
Racing Board	3	1
Revenue	1,412	40
State Fire Marshal	129	7
State Police	943	10
State Police Merit Board	6	2
State Retirement Systems	95	3
Transportation	2,381	3
Veterans' Affairs	1,207	10
Workers' Compensation Commission	103	12
<b>TOTALS</b>	<b>45,461</b>	<b>841</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)

\* \* \*

**C. Requests for 4d(3) Exemption**

Exemption Monitor Sabrina Johnson indicated the following for Item C1 – H.

- As to Items C1 – C4, these requests are positions within the Illinois Gaming Board. These newly established positions reflect on the recently passed Illinois Gambling Act and Public Act 101-0031, effective June 28, 2019. The history of the Civil Service Commission has been to approve these types of positions within other agencies, therefore, Staff recommended approval of these exemption requests.

Geny Chiaradonna, Human Resources Manager with the Illinois Gaming Board concurred with the request presentation.

- As to Item D, this request is for a Deputy Director with the Office of Broadband Development at the Department of Commerce and Economic Opportunity, a position that reports to the Director. This position formulates policy, long-term strategic planning and administrative procedures for the statewide broadband program to expand and extend broadband services technology for Illinois residents and businesses. This position will serve as primary point of contact with stakeholders on broadband issues. Staff recommended approval of this exemption request.

Travis March, Chief Operating Officer with the Department of Commerce and Economic Opportunity indicated the broadband is a new program with a \$4 million budget handling underserved areas throughout the state.

- As to Item E, this request is for a Chief Labor Relations Counsel at the Department of Employment Security, a position that reports to the Director. This position has the authority to engage with labor relations matters, Personnel Rules, Personnel Code, contract negotiations, grievance hearings and appropriate discipline measures. This position provides advice and counsel to the Director and management staff on labor relations policy matters, collective bargaining agreement requirements and has knowledge of legal methods to ensure compliance with contracts and statutes. Staff recommended approval of this exemption request.
- As to Items F1 & F2, these two requests are Census Co-Coordiators at the Department of Human Services (DHS) and report to the Secretary. These positions will serve as key advisors in developing and co-directing the implementation of statewide policies and procedures relative to 2020 Census Outreach. DHS has requested these positions be granted exemption through June 30, 2021. Staff recommended approval of these exemption requests for a term expiring on June 30, 2021.
- As to Item G, this request is for an Enterprise Resource Planning (ERP) Manager of Production Support at the Department of Innovation & Technology (DoIT), a position that reports to the ERP Program Director, who reports to the Secretary. This position will manage the Enterprise Resource Planning Program which includes all functional areas, technical development and testing. This position will have authority on policy-

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making issues impacting statewide operations as they relate to the Production Support program. DoIT currently has nine ERP positions that have 4d(3) exemption through June 30, 2022. Staff recommended approval of this exemption request for a term expiring on June 30, 2022. Executive Director Stralka indicated the ERP positions are temporary and these positions deal with all sort of programs that are being established.

- As to Item H, this request is for an Assistant Deputy Director of Operations at the Department of Juvenile Justice, a position that reports to the Deputy Director of Operations, who reports to the Director. This position will develop and implement policies, procedures, Administrative Directives, Departmental Rules and Institutional Directives regarding matters of operational logistics including security, staffing, youth movement and escape risk designations. Staff recommended approval of this exemption request.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:**

- C1: Chief of Staff (IGB)**
- C2: Assistant Administrator (IGB)**
- C3: Communications Director/Public Information Officer (IGB)**
- C4: Director of Policy and Special Projects (IGB)**
- D: Deputy Director, Broadband Development (CEO)**
- E: Chief Labor Relations Counsel (DES)**
- H: Assistant Deputy Director of Operations (DJJ)**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS THROUGH JUNE 30, 2021:**

- F1: Census Co-Coordinator (DHS)**
- F2: Census Co-Coordinator (DHS)**

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION THROUGH JUNE 30, 2022:**

- G: ERP Manager of Production Support (DoIT)**

Sabrina Johnson indicated Items I2 – I43 are positions with the Department of Transportation (DOT). Staff had additional questions regarding Items I6, I7 – I11, I14, I25 – I31, I33 – I34 and I35 – I43 and DOT agreed to continue these exemption requests to the September 2019 meeting.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE 4d(3) EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS TO THE SEPTEMBER 2019 MEETING:**

- I6: Deputy Chief Internal Auditor (DOT)**
- I7: Director of Planning and Programming (DOT)**
- I8: Deputy Director of Planning and Programming (DOT)**
- I9: Bureau Chief, Programming (DOT)**
- I10: Bureau Chief, Innovation Project Delivery (DOT)**
- I11: Bureau Chief, Data Collection (DOT)**
- I14: Bureau Chief, Claims (DOT)**
- I25: Labor Relations Manager (DOT)**
- I26: Bureau Chief, Budget and Fiscal Management (DOT)**
- I27: Bureau Chief, Information Processing, Chief Information Officer (DOT)**
- I28: Bureau Chief, Personnel Management (DOT)**
- I29: Bureau Chief, Business Services (DOT)**
- I30: Bureau Chief, Investigations and Compliance (DOT)**
- I31: Section Chief, Investigations (DOT)**
- I33: Bureau Chief, Small Business Enterprises (DOT)**
- I34: Bureau Chief, Civil Rights (DOT)**
- I35: Administrative Manager (DOT)**
- I36: Administrative Manager (DOT)**
- I37: Administrative Manager (DOT)**
- I38: Administrative Manager (DOT)**
- I39: Administrative Manager (DOT)**
- I40: Administrative Manager (DOT)**
- I41: Administrative Manager (DOT)**
- I42: Administrative Manager (DOT)**
- I43: Administrative Manager (DOT)**

- As to Items I2 – I5, these requests are for positions within the Secretary’s Office. Staff recommended approval of these exemption requests.
- As to Item I12, this request is a position within the Office of Legislative Affairs. Staff recommended approval of this exemption request.
- As to Item I13, I15 – I21, these requests are for positions within the Office of Chief Counsel. Staff recommended approval of Items I13, I15 and I20.

Items I16, I17, I18, I19 and I21 are Senior Assistant Chief Counsels. These positions provide technical advice or are a legal advisor within different sections of the Office of Chief Counsel. Staff recommended these positions be denied.

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Sarah Kerley, Senior Policy Advisor with the Department of Central Management Services, did not agree with the recommendation. Ms. Kerley indicated CMS was looking at consistency with other agencies and these positions should be approved. She noted DOT positions are new to the Civil Service Commission. Ms. Kerley indicated DOT has had 5000 employees and only an exempt general counsel. The requested exempt positions for the general counsel staff are less than the Department of Revenue and CMS. She then explained these positions are new to CMS and have a broad scope of responsibility. Ms. Kerley indicated the positions should be 4d(3) exempt because they perform policy advisor duties and report up the ranks within the general counsel staff.

Chairman Sickmeyer inquired about the difference between the Deputy Chief Counsel (DCC) and the Senior Assistant Chief Counsel (SACC). Phillip Kaufmann, Chief Counsel with DOT, indicated that in some ways there are no differences while in other ways the differences are significant. The DCC positions will handle legal matters within the Regions and when he is absent they will have the authority to make decisions. Mr. Kaufmann then indicated the SACC are over the three major program areas of DOT; highways, airports and trans-rail projects. They also handle policy dealing with federal agency and interaction on who is going to handle these aspects.

Commissioner David Luechtefeld inquired about the position description verbiage. Ms. Johnson indicated the SACC positions all indicate they provide technical advice or are a legal advisor, which would warrant a Section 4d(5) exemption.

Commissioner Vivian Robinson asked if these are executive level personnel. Mr. Kaufmann replied that the SACC staff participate in high level meetings with executive level personnel, the Secretary of DOT, Legislators and the Governor's Office. Ms. Kerley indicated these positions are within areas they specialize, serve as the point person, and provide legal advice.

Chairman Sickmeyer inquired about the five SACCs and what each position does. Mr. Kaufmann indicated one is for labor relations, one for ethics and the other three are involved with the subject matter of the three program areas referenced previously. Sabrina Johnson noted that DOT requested an exempt Labor Relations position for that program area. Assistant Executive Director Andrew Barris indicated he spoke with Chad Fornoff at the Executive Ethics Commission. Mr. Fornoff indicated that there were no statutory prohibitions against an Ethics Officer becoming 4d(3) exempt but could also see potential issues with an agency Ethics Officer becoming an at-will employee as well as issues with the reporting structure.

- As to Items I22 – I24, these are positions within the Office of Communications. Staff recommended approval of Item I22.

Items I23 and I24, these positions develop and direct programs to meet internal and external communication needs, coordinate department-wide communications programs and review and analyze present and proposed administrative policies and procedures. Staff recommended these requests be denied.

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Ms. Kerley indicated she disagreed because of the size of DOT, its mission and DOT handling all aspects for every mile of road within the state. Ms. Kerley indicated these positions deal with programs larger than some state agencies. Ms. Kerley stated these positions are appropriate within the 4d(3) requirements and rules and they are like minded spokespeople for DOT.

Executive Director Stralka inquired about the press release regarding Scott's Law. Mr. Kaufmann indicated Items I22 and I24 are filled and do not have any duties that would involve Scott's Law. Mr. Kaufmann indicated I23 was involved prior to this law for many years. Executive Director Stralka inquired if Scott's Law would go under either I23 or I24 or both. Ms. Kerley indicated both positions will share the responsibilities of Scott's Law.

Chairman Sickmeyer indicated according to the description of each position, he agreed with DOT. Commissioner Finch indicated he also agreed with DOT. Commissioner Luechtefeld inquired if these positions would be consistent with other agencies. Ms. Kerley replied that these positions are on the communication side for DOT and that each position will share the mission of the agency and the Administration.

Commissioner Casey Urlacher then noted that the Commission's Staff had prepared a memo to the Commissioners explaining why there were 42 DOT exemption requests submitted for the Commission's consideration. He inquired why Commission Staff had not had greater involvement earlier in this process since it sent letters to DOT and CMS in 2014 and the Special Master in 2016. Both letters went unanswered.

Mr. Kaufmann acknowledged receipt of these letters and explained there had been a great deal of activity at DOT's personnel office related to the underlying issues that prompted these exemption requests. DOT was aware of the Commission's letters and had discussed them with the other parties but were unsure how to respond. DOT did meet with Executive Director Stralka once about two and a half years ago. Kaufmann noted that while DOT may have been dilatory, it was proceeding deliberately in resolving its exempt position issues. The process took longer than anticipated for a variety of reasons.

Chairman Sickmeyer indicated that the Staff memo was to be attached to the August 2019 Minutes and the rest of the Commissioners concurred with this. He added that the Commission has a role in the determination of exempt positions and wants to work with CMS and the Shakman Special Master in this process. It appears that the Commission has been kept separated from discussions in this regard. The Commission will continue to perform its statutory responsibilities when it comes to the determination of exempt positions in line with the statutory criteria, not any Shakman criteria. Both Ms. Kerley and Erin Bonales from the Office of the Executive Inspector General acknowledged this.

- As to Item I32, this request is a position within the Office of Business & Workforce Diversity. Staff recommended approval of this exemption request.



- As to Item J, this request is for the Executive Director at the Civil Service Commission, a position that reports to the Chairman. This position oversees statewide investigations and hearing activities for the Commission, along with serving as the Fiscal Officer, Purchasing Officer and Chief Results Officer. Staff recommended approval of this exemption request.

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:**

- I2: Chief of Staff (DOT)**
- I3: Deputy Chief of Staff (DOT)**
- I4: Chief Operating Officer (DOT)**
- I5: Assistant to Chief Operating Officer (DOT)**

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:**

- I12: Director of Legislative Affairs (DOT)**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:**

- I13: Chief Counsel (DOT)**
- I15: Deputy Chief Counsel-Downstate (DOT)**
- I20: Deputy Chief Counsel-Chicago (DOT)**

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO CONTINUE THE 4d(3) EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS TO THE SEPTEMBER 2019 MEETING:**

- I16: Senior Assistant Chief Counsel-Development (DOT)**
- I17: Senior Assistant Chief Counsel-Implementation (DOT)**
- I18: Senior Assistant Chief Counsel for Ethics (DOT)**
- I19: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- I21: Senior Assistant Chief Counsel-Chicago (DOT)**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER ROBINSON, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:**

- I22: Director of Communications (DOT)**

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:**

- I23: Bureau Chief, Communication Services (DOT)**
- I24: Bureau Chief, Programs, Project, and Safety Outreach (DOT)**

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:**

- I32: Director, Office of Business and Workforce Diversity (DOT)**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER ROBINSON, AND THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:**

- J: Executive Director (CSC)**

**The following positions were granted exemption on August 15, 2019:**

**C1. Illinois Gaming Board**

Position Number	40070-50-69-000-10-01
Functional Title	Chief of Staff
Incumbent	Vacant
Supervisor	Administrator
Location	Cook County

**C2. Illinois Gaming Board**

Position Number	40070-50-69-000-10-02
Functional Title	Assistant Administrator
Incumbent	Vacant
Supervisor	Administrator
Location	Cook County

**C3. Illinois Gaming Board**

Position Number	40070-50-69-000-40-01
Functional Title	Communications Director/Public Information Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to Administrator
Location	Cook County

**C4. Illinois Gaming Board**

Position Number	40070-50-69-800-00-01
Functional Title	Director of Policy and Special Projects
Incumbent	Vacant
Supervisor	Administrator
Location	Sangamon County

**D. Illinois Department of Commerce and Economic Opportunity**

Position Number	40070-42-70-000-00-01
Functional Title	Deputy Director, Broadband Development
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

**E. Illinois Department of Employment Security**

Position Number	40070-44-15-000-00-01
Functional Title	Chief Labor Relations Counsel
Incumbent	Andrew Schwartz
Supervisor	Director
Location	Cook County

**H. Illinois Department of Juvenile Justice**

Position Number	40070-27-00-100-10-01
Functional Title	Assistant Deputy Director of Operations
Incumbent	Vacant
Supervisor	Deputy Director of Operations who reports to the Director
Location	DuPage County

**I2. Illinois Department of Transportation**

Position Number	40070-23-00-000-00-02
Functional Title	Chief of Staff
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

**I3. Illinois Department of Transportation**

Position Number	37015-23-00-000-00-02
Functional Title	Deputy Chief of Staff
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

**I4. Illinois Department of Transportation**

Position Number	40070-23-00-000-00-03
Functional Title	Chief Operating Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

**I5. Illinois Department of Transportation**

Position Number	37015-23-00-000-00-03
Functional Title	Assistant to Chief Operating officer
Incumbent	Vacant
Supervisor	Chief Operating Officer who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I12. Illinois Department of Transportation**

Position Number	40070-23-15-000-00-01
Functional Title	Director of Legislative Affairs
Incumbent	Vacant
Supervisor	Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

**I13. Illinois Department of Transportation**

Position Number	40070-23-30-000-00-01
Functional Title	Chief Counsel
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

**I15. Illinois Department of Transportation**

Position Number	40070-23-30-200-00-01
Functional Title	Deputy Chief Counsel-Downstate
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

**I20. Illinois Department of Transportation**

Position Number	40070-23-30-300-00-01
Functional Title	Deputy Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Cook County

**I22. Illinois Department of Transportation**

Position Number	40070-23-35-000-00-01
Functional Title	Director of Communications
Incumbent	Vacant
Supervisor	Deputy Secretary of Communications and Legislative Affairs who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I23. Illinois Department of Transportation**

Position Number	37015-23-35-100-00-01
Functional Title	Bureau Chief, Communication Services
Incumbent	Vacant
Supervisor	Director of Communications who reports to the Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I24. Illinois Department of Transportation**

Position Number	37015-23-35-200-00-01
Functional Title	Bureau Chief, Programs, Project and Safety Outreach
Incumbent	Vacant
Supervisor	Director of Communications who reports to the Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

**I32. Illinois Department of Transportation**

Position Number	40070-23-45-000-00-01
Functional Title	Director, Office of Business & Workforce Diversity
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

**J. Illinois Civil Service Commission**

Position Number	40070-30-00-000-00-01
Functional Title	Executive Director
Incumbent	Vacant
Supervisor	Chairman, Civil Service Commission
Location	Cook

**The following positions were granted exemption to June 30, 2021 on August 15, 2019:**

**F1. Illinois Department of Human Services**

Position Number	40070-10-00-000-20-01
Functional Title	Census Co-Coordinator
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

**F2. Illinois Department of Human Services**

Position Number	40070-10-00-000-21-01
Functional Title	Census Co-Coordinator
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

**The following position was granted exemption to June 30, 2022 on August 15, 2019:**

**G. Illinois Department of Innovation and Technology**

Position Number	40070-28-12-914-00-01
Functional Title	Enterprise Resource Planning (ERP), Mgr. of Production Support
Incumbent	Vacant
Supervisor	Enterprise Resource Planning Director who reports to the Secretary
Location	Sangamon County

**The following positions were continued to the September 2019 meeting on August 15, 2019:**

**16. Illinois Department of Transportation**

Position Number	40070-23-05-000-00-01
Functional Title	Deputy Chief Internal Auditor
Incumbent	Vacant
Supervisor	Chief Internal Auditor who reports to the Secretary
Location	Sangamon County

**17. Illinois Department of Transportation**

Position Number	40070-23-10-000-00-01
Functional Title	Director of Planning and Programming
Incumbent	Vacant
Supervisor	Deputy Secretary of Project Implementation who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**18. Illinois Department of Transportation**

Position Number	40070-23-10-000-10-01
Functional Title	Deputy Director of Planning and Programming
Incumbent	Vacant
Supervisor	Director of Planning and Programming who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**19. Illinois Department of Transportation**

Position Number	37015-23-10-400-00-01
Functional Title	Bureau Chief, Programming
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I10. Illinois Department of Transportation**

Position Number	37015-23-10-700-00-01
Functional Title	Bureau Chief, Innovation Project Delivery
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I11. Illinois Department of Transportation**

Position Number	37015-23-10-800-00-01
Functional Title	Bureau Chief, Data Collection
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I14. Illinois Department of Transportation**

Position Number	40070-23-30-100-00-01
Functional Title	Bureau Chief, Claims
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

**I16. Illinois Department of Transportation**

Position Number	40070-23-30-201-00-01
Functional Title	Senior Assistant Chief Counsel-Development
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County



**I17. Illinois Department of Transportation**

Position Number	40070-23-30-202-00-01
Functional Title	Senior Assistant Chief Counsel-Implementation
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

**I18. Illinois Department of Transportation**

Position Number	40070-23-30-203-00-01
Functional Title	Senior Assistant Chief Counsel for Ethics
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

**I19. Illinois Department of Transportation**

Position Number	40070-23-30-204-00-01
Functional Title	Senior Assistant Chief Counsel-Labor Relations/Personnel
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

**I21. Illinois Department of Transportation**

Position Number	40070-23-30-300-10-01
Functional Title	Senior Assistant Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Cook County

**I25. Illinois Department of Transportation**

Position Number	40070-23-40-002-00-01
Functional Title	Labor Relations Manager
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I26. Illinois Department of Transportation**

Position Number	40070-23-40-100-00-01
Functional Title	Bureau Chief, Budget and Fiscal Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I27. Illinois Department of Transportation**

Position Number	40070-23-40-200-00-01
Functional Title	Bureau Chief, Information Processing, Chief Information Officer
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I28. Illinois Department of Transportation**

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief, Personnel Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I29. Illinois Department of Transportation**

Position Number	40070-23-40-800-00-01
Functional Title	Bureau Chief, Business Services
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I30. Illinois Department of Transportation**

Position Number	40070-23-40-900-00-01
Functional Title	Bureau Chief, Investigations and Compliance
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

**I31. Illinois Department of Transportation**

Position Number	37015-23-40-901-00-01
Functional Title	Section Chief, Investigations
Incumbent	Vacant
Supervisor	Bureau Chief, Investigations and Compliance who reports to the Director of Finance and Administration, who reports to the Secretary
Location	Sangamon County

**I33. Illinois Department of Transportation**

Position Number	37015-23-45-100-00-01
Functional Title	Bureau Chief, Small Business Enterprises
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I34. Illinois Department of Transportation**

Position Number	37015-23-45-200-00-01
Functional Title	Bureau Chief, Civil Rights
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

**I35. Illinois Department of Transportation**

Position Number	40070-23-51-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

**I36. Illinois Department of Transportation**

Position Number	40070-23-52-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Lee County

**I37. Illinois Department of Transportation**

Position Number	40070-23-53-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	LaSalle County

**I38. Illinois Department of Transportation**

Position Number	40070-23-54-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Peoria County

**I39. Illinois Department of Transportation**

Position Number	40070-23-55-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Edgar County

**I40. Illinois Department of Transportation**

Position Number	40070-23-56-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

**I41. Illinois Department of Transportation**

Position Number	40070-23-57-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Effingham County

**I42. Illinois Department of Transportation**

Position Number	40070-23-58-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Madison County

**I43. Illinois Department of Transportation**

Position Number	40070-23-59-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Jackson County

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. **Apparel/Dry Goods Specialist 1**
- Apparel/Dry Goods Specialist 2**
- Apparel/Dry Goods Specialist 3**
- Audio Visual Technician 2**
- Corrections Identification Technician**
- Corrections Laundry Manager 1**
- Corrections Laundry Manager 2**
- Corrections Transportation Officer 1**
- Corrections Transportation Officer 2**
- Intermittent Laborer (Maintenance)**
- Laundry Manager 1**
- Microfilm Operator 1**
- Microfilm Operator 2**
- Microfilm Operator 3**
- Physical Therapy Aide 2**
- Physical Therapy Aide 3**

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**Property and Supply Clerk 2**

**Property and Supply Clerk 3**

**Race Track Maintainer 1**

**Race Track Maintainer 2**

**Transportation Officer**

Assistant Executive Director Andrew Barris reported that the proposed revisions to the 21 classes were the result of CMS' efforts to update class specifications to require a consistent education requirement of the equivalent to four years of high school. The proposed revisions were agreed to through collective bargaining and would not result in an increase in compensation.

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON SEPTEMBER 1, 2019:**

- B. Apparel/Dry Goods Specialist 1**
- Apparel/Dry Goods Specialist 2**
- Apparel/Dry Goods Specialist 3**
- Audio Visual Technician 2**
- Corrections Identification Technician**
- Corrections Laundry Manager 1**
- Corrections Laundry Manager 2**
- Corrections Transportation Officer 1**
- Corrections Transportation Officer 2**
- Intermittent Laborer (Maintenance)**
- Laundry Manager 1**
- Microfilm Operator 1**
- Microfilm Operator 2**
- Microfilm Operator 3**
- Physical Therapy Aide 2**
- Physical Therapy Aide 3**
- Property and Supply Clerk 2**
- Property and Supply Clerk 3**
- Race Track Maintainer 1**
- Race Track Maintainer 2**
- Transportation Officer**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED 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**

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.**

**VIII. MOTION TO CLOSE A PORTION OF THE MEETING**

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 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.**

<b>SICKMEYER</b>	<b>YES</b>	<b>FINCH</b>	<b>YES</b>
<b>LUECHTEFELD</b>	<b>YES</b>	<b>ROBINSON</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		



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IX. RECONVENE THE OPEN MEETING

Upon due and proper notice, the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 E. Adams Street, Suite 801, Springfield, IL at 12:00 p.m.

PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Vivian Robinson, and Casey Urlacher, Commissioners; and Daniel Stralka, Executive Director, Andrew Barris, Assistant Executive Director and Sabrina Johnson, Exemption Monitor.

X. INTERLOCUTORY APPEALS

**DA-27-19**

Employee	Michael R. DeWitt	Appeal Date	4/12/19
Agency	Corrections	Decision Date	7/22/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.
ALJ	Andrew Barris		

**RV-22-19**

Employee	Roberta Vojas	Appeal Date	3/20/19
Agency	Human Services	Decision Date	7/31/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.
ALJ	Andrew Barris		

**RV-31-19**

Employee	Jeffrey Brown	Appeal Date	6/12/19
Agency	Not Named	Decision Date	7/31/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; default (failure to file requested information).
ALJ	Andrew Barris		

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSALS OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEALS.**

<b>SICKMEYER</b>	<b>YES</b>	<b>FINCH</b>	<b>YES</b>
<b>LUECHTEFELD</b>	<b>YES</b>	<b>ROBINSON</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		

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XI. APPEALS TERMINATED WITHOUT DECISIONS ON THE MERITS

**S-2-20**

Employee	Ryan T. Griggs	Appeal Date	7/08/19
Agency	Human Services	Decision Date	8/01/19
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

**RV-26-19**

Employee	Andrew J. Kajtsa	Appeal Date	4/12/19
Agency	Human Services	Decision Date	8/01/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

**IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSALS OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEALS.**

<b>SICKMEYER</b>	<b>YES</b>	<b>FINCH</b>	<b>YES</b>
<b>LUECHTEFELD</b>	<b>YES</b>	<b>ROBINSON</b>	<b>YES</b>
<b>URLACHER</b>	<b>YES</b>		

XII. STAFF REPORT

Beckie Daniken reported that the Commission received two awards at the recent State and University Employees Combined Appeal (SECA) meeting: Division 7 (for small agencies) and an Exceptional Giving Award for having a greater contribution than last year's amount. She indicated the current year campaign would begin on September 25, 2019.

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, September 19, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XIV. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 12:03 P.M.**



**Daniel Stralka**  
EXECUTIVE DIRECTOR

State of Illinois  
**CIVIL SERVICE COMMISSION**  
607 E. Adams Street, Suite 801  
Springfield, IL 62701  
Telephone (217) 782-7373  
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**Timothy D. Sickmeyer**  
CHAIRMAN

**COMMISSIONERS**  
G.A. Finch  
David Luechtefeld  
Vivian Robinson  
Casey Urlacher

September 13, 2019

To: All Commissioners  
Sabrina Johnson

From: Daniel Stralka

A handwritten signature in cursive script, appearing to read "Daniel Stralka".

Re: IDOT August 2019 Exemption Requests

As you are aware, the Illinois Department of Transportation (IDOT) submitted 42 positions to be considered for principal policy exemption under Section 4d(3) of the Personnel Code at the Commission's August 2019 meeting. That is the most from a single agency since the Personnel Code was first introduced. I wanted to review some of the history so you understand why there was such a large submission this month.

Section 4 of the Personnel Code essentially provides that all "positions of employment" shall be subject to the Personnel Code unless otherwise exempted. Section 4c(12) of the Personnel Code provides such an exemption for "The technical and engineering staffs of the Department of Transportation." Over the decades, and much of this is anecdotal since it was before my time and there is little surviving documentation, there has been debate over which IDOT positions qualify for this exemption as part of IDOT's "technical" staff. What appears to have resulted over the decades is that all IDOT positions that were part of collective bargaining agreements, mostly the Highway Maintainers, were included under the Personnel Code. All other IDOT positions were ultimately determined to be "technical" and therefore exempt from the Personnel Code. IDOT created a Technical Manager class for all these employees who were governed by IDOT's personnel manual. That is why there have not been any IDOT Section 4d(3) exempt positions on our monthly listing despite the size and mission of the agency.

In August 2014, the Office of the Executive Inspector General released a Final Report detailing hiring irregularities at IDOT. A side issue to that report was the apparent improper classification of these Staff Assistant positions as "technical" and therefore exempt from the Personnel Code. It is likely that their duties were insufficiently technical in nature to qualify for the exemption. At its October 2014 meeting, the Commission charged me to draft a letter to IDOT as well as Central Management Services and the Governor's Office advising them of our interest in the resolution of this narrow issue and offering our participation in proposed solutions. The Commission's oversight role in the administration of the Personnel Code makes it particularly well-suited for this task.

Such a letter was sent out of October 28, 2014. A similar letter was then sent to the Shakman Special Master on July 15, 2016. It is noteworthy that the Commission never received a formal response to either of these letters.

Over the following years there were several informal discussions with the Governor's Office and IDOT about issues related to the reinstatement of IDOT non-technical positions to positions under the Personnel Code. It was only in the last few months that the Commission was made aware IDOT was moving forward by creating positions under the Personnel Code for its senior level staff which would then be submitted to the Commission for principal policy exemption approvals. These 42 requests are the first such requests.

These requests are the first indication that there has been a resolution to the issue of which IDOT positions are remaining classified as "technical" and exempt from the Personnel Code. What remains unknown is how IDOT is making that determination; which positions are being brought under the Personnel Code; which are remaining exempt as technical; and what criteria or methodology IDOT is employing to make these determinations.