

August 17, 2017

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
AUGUST 17, 2017

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 607 E. ADAMS ST., SUITE 801, SPRINGFIELD, IL

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JULY 20, 2017

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 20, 2017?

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>
Aging.....	137.....	20
Agriculture	418.....	19
Arts Council	9.....	2
Capitol Development Board.....	40.....	0
Central Management Services.....	853.....	73
Children and Family Services.....	2,615.....	54
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	277.....	69
Commerce Commission	59.....	0
Corrections	12,140.....	109
Criminal Justice Authority.....	54.....	7
Deaf and Hard of Hearing Comm.....	4.....	1
Developmental Disabilities Council.....	7.....	1
Emergency Management Agency.....	64.....	8
Employment Security	1,086.....	30
Environmental Protection Agency.....	650.....	18
Financial & Professional Regulation.....	401.....	49
Financial Institutions	59.....	14
Gaming Board	164.....	5
Guardianship and Advocacy	92.....	8
Healthcare and Family Services	1,844.....	27
Historic Preservation Agency.....	1.....	0
Human Rights Commission.....	14.....	2
Human Rights Department.....	119.....	10
Human Services.....	12,786.....	82
Illinois Torture Inquiry Relief Commission	3.....	1
Independent Tax Tribunal	1.....	0
Innovation and Technology.....	472.....	41
Insurance	233.....	17
Investment Board	3.....	2
Juvenile Justice.....	828.....	28
Labor	80.....	12
Labor Relations Board Educational.....	9.....	3
Labor Relations Board State.....	13.....	2
Law Enforcement Training & Standards Bd.	22.....	3
Lottery	145.....	8
Military Affairs.....	119.....	3
Natural Resources.....	1,364.....	34
Pollution Control Board	18.....	2
Prisoner Review Board.....	20.....	1
Property Tax Appeal Board.....	35.....	1
Public Health.....	1,091.....	41
Racing Board.....	2.....	1
Revenue.....	1,471.....	47
State Fire Marshal	116.....	12
State Police.....	978.....	10
State Police Merit Board	7.....	2
State Retirement Systems	102.....	3
Transportation	2,082.....	0
Veterans' Affairs	1,278.....	11
Workers' Compensation Commission.....	124.....	12
TOTALS.....	44,513.....	905

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. None submitted

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

B. Child Protection Associate Specialist (revise)

Child Protection Specialist (revise)

Child Protection Advanced Specialist (revise)

Children and Family Service Intern option 1 (revise)

Children and Family Service Intern option 2 (revise)

CMS Classification Analysis: “The Department of Children & Family Services (DCFS) has requested that the qualifications for the Child Protection Associate Specialist and Child Protection Specialist classes be modified to reduce the years of experience required. These suggested changes align the Child Protection Associate Specialist and Child Protection Specialist requirements with the Child Welfare Associate Specialist and Child Welfare Specialist requirements, respectively, providing more consistency in the titles that provide the Department's child protection and child welfare work.

DCFS staff believe that the proposed requirements will still result in candidates who possess the skills, education, and experience needed to fulfill the Department's child protection needs, while expanding the pool of candidates deemed qualified. Several areas in the state have a low number of qualified candidates on the eligibles list; lack of eligible candidates often creates significant problems in hiring staff for these positions. Caseload ratios for Child Protection Specialist series positions are monitored by a judge under the B.H. (et al) Consent Decree vs. DCFS, and those caseloads naturally increase significantly when vacancies continually occur. The new Director of the Department of Children & Family Services is very concerned about lowering caseload ratios, developing and maintaining a strong candidate pool, and having the ability to quickly bring staff on board

to fulfill front line needs. The changes to the requirements for the Child Protection Specialist series will greatly enhance DCFS's ability to meet those goals.

The requirement changes to the Child Protection Associate Specialist and Child Protection Specialist classes and other minor changes are attached; minor changes were also made to the Child Protection Advanced Specialist class.

The Children & Family Service Intern 1-2 classes have been modified herein to reflect the decrease in length of the training program necessitated by the reduction in the years of experience required to qualify for the Child Protection Specialist series classes.

All proposed changes are in specification amendment format.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON SEPTEMBER 1, 2017?

- B. Child Protection Associate Specialist (revise)**
- Child Protection Specialist (revise)**
- Child Protection Advanced Specialist (revise)**
- Children and Family Service Intern option 1 (revise)**
- Children and Family Service Intern option 2 (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

WILL THE COMMISSION DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

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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 of time, 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	6/30/17	7/31/17	7/31/16
Agriculture	17	16	3
Central Management Services	7	4	6
Children and Family Services	1	0	1
Commerce and Economic Opportunity	2	0	0
Emergency Management Agency	0	0	1
Employment Security	2	1	2
Financial and Professional Regulation	1	1	1
Guardianship and Advocacy	2	0	0
Healthcare and Family Services	7	5	5
Historic Preservation Agency	10	10	1
Human Rights Department	0	0	1
Human Services	15	13	9
Insurance	0	0	1
Labor Relations Board-Educational	2	1	0
Lottery	1	0	0
Natural Resources	57	43	28
Property Tax Appeal Board	1	1	0
Public Health	2	2	0
Revenue	1	0	0
State Fire Marshal	1	0	1
State Police	4	3	0
State Retirement Systems	4	4	2
Transportation	1	0	0
Veterans' Affairs	2	3	0
Workers' Compensation Commission	1	1	3
Totals	141	108	65

XI. INTERLOCUTORY APPEAL

S-23-17

Employee	Tracee M. Clark	Appeal Date	10/31/16
Agency	Human Services	Decision Date	08/04/17
Type	Suspension	ALJ	Andrew Barris
Issue	Employee's suspension was less than 30 days in a 12-month period	Proposal for Decision	Dismissed for no jurisdiction, subject to approval of Commission.

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

XII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-5-17

Employee	Olajumoke Adubifa	Appeal Date	7/27/16
Agency	Human Services	Decision Date	8/04/17
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-31-17

Employee	James A. Leeds	Appeal Date	1/11/17
Agency	Children & Family Services	Decision Date	8/04/17
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?

S-38-17

Employee	Tracee M. Clark	Appeal Date	3/03/17
Agency	Human Services	Decision Date	8/04/17
Appeal Type	Suspension	Proposal for Decision	10-day suspension reduced to 5-day suspension.
ALJ	Andrew Barris		

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

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, September 21, 2017 by interactive video conference in the Springfield and Chicago offices of the Commission.

XV. MOTION TO ADJOURN