

August 21, 2015

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
AUGUST 21, 2015

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 607 EAST ADAMS STREET, SUITE 801, SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD ON JULY 17, 2015

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD ON JULY 17, 2015?

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.....	141.....	18
Agriculture	356.....	20
Arts Council	12.....	2
Capitol Development Board.....	48.....	0
Central Management Services.....	1,356.....	115
Children and Family Services	2,581.....	49
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	318.....	69
Commerce Commission	62.....	0
Corrections.....	11,361.....	98
Criminal Justice Authority	55.....	6
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	9.....	1
Emergency Management Agency.....	79.....	6
Employment Security.....	1,183.....	32
Environmental Protection Agency.....	748.....	18
Financial & Professional Regulation.....	445.....	49
Gaming Board	163.....	6
Guardianship and Advocacy	99.....	8
Healthcare and Family Services	2,009.....	26
Historic Preservation Agency.....	134.....	14
Human Rights Commission.....	13.....	2
Human Rights Department.....	133.....	9
Human Services	13,219.....	76
Illinois Torture Inquiry Relief Commission	2.....	1
Independent Tax Tribunal	1.....	0
Insurance	241.....	16
Investment Board	3.....	2
Juvenile Justice.....	1,009.....	25
Labor.....	98.....	11
Labor Relations Board Educational.....	9.....	2
Labor Relations Board State.....	14.....	2
Law Enforcement Training & Standards Bd.	18.....	2
Lottery.....	131.....	7
Military Affairs	120.....	3
Natural Resources	1,351.....	31
Pollution Control Board	19.....	2
Prisoner Review Board.....	17.....	0
Property Tax Appeal Board.....	31.....	1
Public Health.....	1,176.....	41
Racing Board.....	2.....	1
Revenue.....	1,668.....	54
State Fire Marshal	122.....	12
State Police.....	1,086.....	9
State Police Merit Board	5.....	2
State Retirement Systems.....	110.....	3
Transportation	2,247.....	0
Veterans' Affairs	1,352.....	9
Workers' Compensation Commission.....	123.....	11
TOTALS	45,490.....	872

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 State Police – proposed exemption (continued from July 17, 2015)

Position Number	40070-21-00-930-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of the Director
Functional Title	Chief Budget Officer
Incumbent	Vacant
Supervisor	First Deputy Director who reports to the Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarity of the requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D2. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Work Management Program
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D3. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-General Ledger
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D4. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-15-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Receivable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D5. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Payable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D6. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Asset Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D7. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Procurement
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D8 Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-50-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert–Grants Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D9. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-60-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Budgeting
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D10.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-70-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Personnel
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D11.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-80-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Payroll
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D12.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-100-90-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert – Performance Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D13. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Resource Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D14. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-300-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Issue and Risk Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D15. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-400-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Technical and Quality Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D16.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-400-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Legacy System Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D17.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-400-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Development Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D18.Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-400-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Testing Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D19. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Change Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D20. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-500-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Communications Manager
Incumbent	Vacant
Supervisor	Manager of Change Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D21. Illinois Dept. of Central Management Services – proposed exemption (continued from July 17, 2015)

Position Number	40070-37-14-600-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Contract and Policy Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

CMS Recommendation: “These positions do 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.”

E. Illinois Department of Employment Security – proposed exemption

Position Number	40070-44-00-200-00-01*
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Educational Institutions Program Manager
Incumbent	Vacant
Supervisor	Director
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarity of the requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

F. Illinois Department of Revenue – proposed exemption

Position Number	40070-25-41-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Audit Discovery & Recovery
Functional Title	Audit Discovery & Recovery Division Manager
Incumbent	Laurie Riva
Supervisor	Audit Program Administrator who reports to the Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarity of the requested position 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: Chief Budget Officer (State Police)**
- D2: Manager of Work Management Program (BCCS-ERP)**
- D3: Functional Expert-General Ledger (BCCS-ERP)**
- D4: Functional Expert-Accounts Receivable (BCCS-ERP)**
- D5: Functional Expert-Accounts Payable (BCCS-ERP)**
- D6: Functional Expert-Asset Management (BCCS-ERP)**
- D7: Functional Expert-Procurement (BCCS-ERP)**
- D8: Functional Expert-Grants Management (BCCS-ERP)**
- D9: Functional Expert-Budgeting (BCCS-ERP)**

* This position was granted exemption for 12 months on November 21, 2014.

- D10: Functional Expert-Personnel (BCCS-ERP)**
- D11: Functional Expert-Payroll (BCCS-ERP)**
- D12: Functional Expert-Performance Management (BCCS-ERP)**
- D13: Manager of Resource Management (BCCS-ERP)**
- D14: Manager of Issue and Risk Management (BCCS-ERP)**
- D15: Manager of Technical and Quality Management (BCCS-ERP)**
- D16: Legacy System Lead (BCCS-ERP)**
- D17: Development Lead (BCCS-ERP)**
- D18: Testing Lead (BCCS-ERP)**
- D19: Manager of Change Management (BCCS-ERP)**
- D20: Communications Manager (BCCS-ERP)**
- D21: Manager of Contract and Policy Management (BCCS-ERP)**
- E: Educational Institutions Program Manager (Employment Security)**
- F: Audit Discovery & Recovery Division Manager (Revenue)**

G. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission (continued from May 15, 2015)

On April 15, 2015 the Executive Director sent notice to the Director of Central Management Services of the proposed rescissions of 23 current 4d(3) exempt positions which may no longer meet the requirements for exemption. According to information provided by Central Management Services, these positions were granted exempt status but have been vacant for an extended period of time or there was a program change. Each affected agency director was also provided with a courtesy notice of this proposed action. Section 1.142(b) also provides that withdrawal of exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status positions which will ensure responsive and accountable administrative control of the programs of the agency. The following proposed rescissions were continued to the August 21, 2015 meeting:

Agenda Item	Agency	Position Number	Functional Title
G1	Children & Family Services	40070-16-60-430-00-01	Associate Deputy Director, Community Resources
G2	Corrections	40070-29-00-200-00-01	Chief Public Safety Officer
G3	Corrections	40070-29-00-000-01-03	Public Safety Officer Liaison
G4	Revenue	40070-25-82-100-00-01	Customer Service

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

- G1: Associate Deputy Director, Community Resources (Children & Family)**
- G2: Chief Public Safety Officer (Corrections)**
- G3: Public Safety Officer Liaison (Corrections)**
- G4: Customer Service (Revenue)**

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 have been submitted for creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

B. Educator-Career and Technical (create)
Educator-Career and Technical Provisional (create)

CMS Classification Analysis: “**Background:** Pursuant to changes to the Illinois School Code (105 ILCS 5/21B-20), effective July 1, 2013, the Illinois State Board of Education (ISBE) transitioned educators and school personnel from a certification system to a licensure system, in an effort to simplify and clarify understanding of credentials within its purview. Class specification revisions essentially replace obsolete “certification” language with corresponding new licensure and endorsement language.

The system changeover reduces numerous certifications to three licenses. They are:

- Professional Educator License (PEL)
- Educator License with Stipulations (ELS)
- Substitute Teaching License (STL)

PEL and ELS carry endorsements which further identify a license-holders' area(s) of qualification in which he/she may serve, such as grade-level ranges and content/subject-matter of instruction.

Educator-Career and Technical: This new class requires possession of an Educator License with Stipulations and is created for particular educator positions under the auspices of ISBE located within state-operated facilities teaching students vocational or trade-oriented subjects. The ISBE issues credentials to teachers of Career and Technical Education (CTE) via two licenses, each with its own requirements for issuance; and, each license must be further endorsed for the applicable grade-level, content area, and instructional area for which the educator is approved to work.

The Educator-Career and Technical class requires possession of an Educator License with Stipulations (ELS) endorsed for Career and Technical Education. Requirements for this license/endorsement include completion of a minimum of 60 semester hours from a regionally accredited institution, plus 2,000 hours (equivalent to one year) of work experience in each area to be taught. This designation replaces the Provisional Vocational Certificate under the former certification system.

The development of this class allows state agencies the opportunity to reach a new pool of qualified educators to fill positions within agencies. However, the notable disparity in ISBE licensure requirements (Bachelor of Arts for PEL; 60 semester hours + 2,000 hours of work experience for ELS) warrants creation of this new classification, as the two licenses represent significantly divergent education training and experience pathways to licensure and educator positions.

Educator-Career Technical Provisional: The Educator-Career and Technical Provisional class is created to facilitate the filling of CTE position vacancies when school district circumstances require such hiring, and no qualified educator holding a PEL or an ELS with Career and Technical endorsement is available. In such cases, ISBE may issue a Provisional Career and Technical (PCTE) endorsement to an applicant with a minimum of 8,000 hours of work experience in the skill which is sought. No college coursework is required to attain the initial PCTE endorsement; instead, the 8,000 hours of related practical experience satisfies the endorsement requirement. This designation replaces the Temporary Provisional Vocational Certificate under the former certification system.

State agency personnel indicate past difficulty in identifying and hiring appropriately qualified educators for positions. In addition, the ISBE College and Career Readiness (CCR) division has indicated that the number of educators working in the fields under the CTE umbrella is declining for various reasons. Creation of this class allows one more avenue for agencies to reach applicants who can provide qualified instruction to students in these vital areas of education.”

C. Human Rights Investigator Trainee (create)

Human Rights Investigator I (revise)

Human Rights Investigator II (revise)

Human Rights Investigator III (revise)

CMS Classification Analysis: “The Department of Human Rights requested the establishment of a new class specification, Human Rights Investigator Trainee. The agency wishes to establish a training program that provides on-the-job work experience tailored to the requirements of the agency and restricts advancement through the series to individuals who can successfully complete the agency sponsored training program. The proposed Human Rights Investigator Trainee will participate in an agency sponsored training program for a period of six to eighteen months. During this period, the Trainee will receive work assignments to acquire knowledge and skills as a human rights intake worker, counseling complainants, ascertaining jurisdiction, taking charges of alleged discrimination and carrying a caseload of selected simple investigations. The Trainee will require knowledge, skill and mental development equivalent to completion of four years of college. The Trainee will not require any previous experience.

The Human Rights Investigator I, II and III were revised. The Human Rights Investigator I no longer requires any experience besides completion of an agency sponsored training program. For the Human Rights I, II, and III, in all levels, we have updated the language of the Distinguishing Features of Work and the Illustrative Examples of Work to indicate the need for travel and to describe in greater detail the areas of investigation and work performed.

For each of the level within the series, we have added additional Knowledge, Skills and Abilities to emphasize consistency between the levels within the class series and reflect the modern expectations of the agency for their staff.”

D. Medicaid Management Intern (create)

Medicaid Management Analyst (create)

CMS Classification Analysis: “The Department of Healthcare and Family Services (HFS) has requested that a new series of classifications be created to accommodate the expansion of the federal and state administered Medicaid and associated health benefit programs as well as the increased complexity in the management and coordination of these benefit programs.

In accordance with this request, CMS and HFS have developed the attached draft class specifications to address the agency's need for a dedicated series of classes to research health information management, analyze healthcare delivery systems and perform predictive modeling and other statistical analyses that are fundamental to the proper implementation, management and improvement of the State of Illinois' medical assistance programs through the Department of Healthcare and Family Services.

The proposed Medicaid Management Intern is designed to provide a classification to enable recruiting and hiring of recent graduates and professionals entering this field. To that end, minimum qualifications will be set at a Bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies. The Medicaid Management Intern is designed with a comprehensive training program that will last a minimum of 12 months and up to a maximum of 24 months whereby incumbents will be trained across a variety of program areas to instill a broad foundation of knowledge and skills. In addition, this training will provide administrative staff the opportunity to assess where an incumbent may be best suited for permanent assignment as the internship ends and the incumbent is promoted into the journey level target title of Medicaid Management Analyst.

The minimum qualifications for the proposed Medicaid Management Analyst are set at a Bachelor's degree within the fields specified in the proposed Medicaid Management Intern class with the addition of completion of the intern training program so as to ensure that these professionals advance to the working level through the well-ordered and agency controlled on-the-job training environment and acquire the necessary 'cross-training' experience."

- E. Land reclamation Specialist Trainee (create)**
- Natural Resources Coordinator Trainee (create)**
- Well Inspector Trainee (create)**
- Land Reclamation Specialist I (revise)**
- Well Inspector I (revise)**
- Natural Resources Coordinator (revise)**

CMS Classification Analysis: "The Department of Natural Resources requested the establishment of the following trainee class specifications: Land Reclamation Specialist Trainee, Natural Resources Coordinator Trainee, and Well Inspector Trainee. The Department of Natural Resources is the sole user of the Land Reclamation Specialist I, Natural Resources Coordinator and Well Inspector I classes and each require one year of experience in addition to education. The agency encountered difficulty in obtaining qualified candidates with the requisite one year of experience. Creation of the new Trainee classes will allow the agency to hire applicants with no experience and provide them with the necessary training in order to qualify for the higher levels. The proposed trainees will participate in an agency-sponsored training program for a period of six to twelve months. During this period, the trainees will

receive work assignments to acquire knowledge and skills in their various class specifications.

The Education and Experience section of the Land Reclamation Specialist I was revised to reflect that completion of an agency-sponsored training program can be substituted for the requirement of one year of professional experience in the reclamation of lands affected by surface mining. Possession of a valid driver's license and access to an operating vehicle were added as requirements in the Knowledges, Skills, and Abilities.

The Distinguishing Features of Work of the Natural Resources Coordinator was revised and the designation as a professional staff assistant taken out because the class no longer performs staff assistant duties. The Education and Experience section was also revised stating that completion of an agency-sponsored training program can be substituted for the requirement of one year of directly professional experience.

The Distinguishing Features of Work of the Well Inspector I were revised by taking out the last part which states that this is the entry level of the Well Inspector series since a trainee title has been established. The Education and Experience section was also revised by adding that completion of an agency-sponsored training program can be substituted for one year of technical experience in the exploration, production or recovery phase of the oil and gas industry.”

WILL THE COMMISSION APPROVE THE CREATION AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON SEPTEMBER 1, 2015?

- B. Educator-Career and Technical (create)**
Educator-Career and Technical Provisional (create)
- C. Human Rights Investigator Trainee (create)**
Human Rights Investigator I (revise)
Human Rights Investigator II (revise)
Human Rights Investigator III (revise)
- D. Medicaid Management Intern (create)**
Medicaid Management Analyst (create)
- E. Land reclamation Specialist Trainee (create)**
Natural Resources Coordinator Trainee (create)
Well Inspector Trainee (create)
Land Reclamation Specialist I (revise)
Well Inspector I (revise)
Natural Resources Coordinator (revise)

August 21, 2015

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

VII. 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?

VIII. RECONVENE THE REGULAR OPEN MEETING

IX. 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. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	6/30/15	7/31/15	7/31/14
Agriculture	0	6	0
Central Management Services	1	1	3
Children and Family Services	2	1	3
Corrections	0	0	1
Criminal Justice Authority	0	0	1
Healthcare and Family Services	3	4	8
Historic Preservation Agency	0	0	5
Human Rights	0	0	1
Human Services	4	4	2
Insurance	0	1	1
Juvenile Justice	0	0	1
Natural Resources	0	35	28
Revenue	7	6	3
State Retirement Systems	5	5	1
Totals	22	63	58

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X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

S-48-12 and DA-20-13 ON REMAND FROM CIRCUIT COURT (2014-CH-5306)

Employee	Frank Roman	Appeal Date	11/27/12
Agency	State Police	Decision Date	03/07/14
Type	Suspension and Discharge	ALJ	Daniel Stralka
Proposal for Decision	Charges are proven and warrant a 90-day suspension plus the suspension pending discharge.	Final Decision	Proposal for Decision is modified to uphold the discharge.
Remanded	Decision for discharge is reversed; remanded to the Commission.		

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

DA-24-15

Employee	Marcus Olugosi	Appeal Date	11/17/14
Agency	Human Services	Decision Date	08/06/15
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-25-15

Employee	Nikki M. Malley	Appeal Date	12/01/14
Agency	Human Services	Decision Date	08/07/15
Appeal Type	Discharge	Proposal for Decision	Appeal upheld; employee to be reinstated.
ALJ	Andrew Barris		

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

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XI. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-46-15

Employee	Demetrius W. Harper	Appeal Date	5/22/15
Agency	Corrections	Decision Date	8/10/15
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

D-51-15

Employee	Shawn P. Duffy	Appeal Date	6/15/15
Agency	Corrections	Decision Date	7/28/15
Appeal Type	Demotion	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

DR-5-16

Employee	Sybil R. Watson	Appeal Date	7/28/15
Agency	Veterans' Affairs	Decision Date	8/05/15
Appeal Type	Declaratory Ruling	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

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

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, September 18, 2015 in the Commission's Chicago office.

XIV. MOTION TO ADJOURN