

September 19, 2019

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
September 19, 2019

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:01 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL AND 160 N. LASALLE STREET, SUITE S-901, CHICAGO, IL BY INTERACTIVE VIDEO CONFERENCE

II. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, Vivian Robinson, and Casey Urlacher, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Daniel Stralka; Sarah Kerley, Sheila Tapscott, and John Logsdon, Illinois Department of Central Management Services; Tammy Grant, Illinois Department of Children and Family Services; Becky Koehler and Phil Kaufmann, Illinois Department of Transportation; and Erin Bonales and Aukosua Stokes, Office of the Executive Inspector General.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD AUGUST 15, 2019

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD AUGUST 15, 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, Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

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	75	10
Aging	134	15
Agriculture	365	15
Arts Council	14	2
Capitol Development Board	34	0
Central Management Services	848	46
Children and Family Services	2,677	55
Civil Service Commission	4	1
Commerce & Economic Opportunity	206	40
Commerce Commission	53	0
Corrections	12,853	102
Criminal Justice Authority	51	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	71	10
Employment Security	1,076	28
Environmental Protection Agency	593	17
Financial & Professional Regulation	383	46
Gaming Board	148	13
Guardianship and Advocacy	97	8
Healthcare and Family Services	1,545	29
Human Rights Commission	18	2
Human Rights Department	121	12
Human Services	12,872	86
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,203	58
Insurance	205	18
Investment Board	3	2
Juvenile Justice	917	31
Labor	68	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	143	7
Military Affairs	135	3
Natural Resources	1,329	29
Pollution Control Board	14	2
Prisoner Review Board	22	1
Property Tax Appeal Board	35	2
Public Health	1,123	39
Racing Board	3	1
Revenue	1,415	40
State Fire Marshal	133	7
State Police	943	10
State Police Merit Board	6	2
State Retirement Systems	95	3
Transportation	2,258	15
Veterans' Affairs	1,216	10
Workers' Compensation Commission	103	12
TOTALS	45,702	864

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. Requests for 4d(3) Exemption

Exemption Monitor Sabrina Johnson indicated that Items C1 through C30 were positions for which the Illinois Department of Transportation (DOT) was requesting 4d(3) exemption. These Items have been continued since August 2019. DOT agreed to continue Items C2 through C30 to the October 2019 meeting.

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

- C2: Director of Planning and Programming (DOT)**
- C3: Deputy Director of Planning and Programming (DOT)**
- C4: Bureau Chief, Programming (DOT)**
- C5: Bureau Chief, Innovation Project Delivery (DOT)**
- C6: Bureau Chief, Data Collection (DOT)**
- C7: Bureau Chief, Claims (DOT)**
- C8: Senior Assistant Chief Counsel-Development (DOT)**
- C9: Senior Assistant Chief Counsel-Implementation (DOT)**
- C10: Senior Assistant Chief Counsel for Ethics (DOT)**
- C11: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- C12: Senior Assistant Chief Counsel-Chicago (DOT)**
- C13: Labor Relations Manager (DOT)**
- C14: Bureau Chief, Budget and Fiscal Management (DOT)**
- C15: Bureau Chief, Information Processing, Chief Information Officer (DOT)**
- C16: Bureau Chief, Personnel Management (DOT)**
- C17: Bureau Chief, Business Services (DOT)**
- C18: Bureau Chief, Investigations and Compliance (DOT)**
- C19: Section Chief, Investigations (DOT)**
- C20: Bureau Chief, Small Business Enterprises (DOT)**
- C21: Bureau Chief, Civil Rights (DOT)**
- C22: Administrative Manager (DOT)**
- C23: Administrative Manager (DOT)**
- C24: Administrative Manager (DOT)**

C25: Administrative Manager (DOT)

C26: Administrative Manager (DOT)

C27: Administrative Manager (DOT)

C28: Administrative Manager (DOT)

C29: Administrative Manager (DOT)

C30: Administrative Manager (DOT)

- Item C1 is a request for a Deputy Chief Internal Auditor at DOT, a position that reports to the Chief Internal Auditor, who reports to the Secretary. The Internal Auditing Act indicates a Chief Internal Auditor shall serve a five-year term beginning on the date of the appointment, therefore, the requested position would report to a non-exempt position. DOT agreed with the Staff's recommendation of denial of this exemption request.

Philip Kaufmann, Chief Counsel with DOT, concurred with this request presentation.

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

C1: Deputy Chief Financial Auditor (DOT)

- Item D1 is a request for a Deputy Director of Learning and Professional Development at the Department of Children and Family Services (DCFS), a position that reports to the Chief of Staff, who reports to the Director. This position was previously an Associate Deputy Director and was approved 4d(3) exempt in February 2002. In November 2004, the position was determined to no longer be a policy-making position and the exemption was rescinded. The agency is now requesting that the exemption be restored. This position will serve as the principal policy formulating administrator for the Department's training initiative. The position is responsible for the development of child welfare practice training for both the public and private sector and develops training policies and practices on a statewide basis. Staff recommended approval of this exemption request.
- Item D2 is a request for a Deputy Director of Permanency at DCFS, a position that reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director. This position is the chief policy formulating administrator developing and overseeing implementation of statewide policies and procedures involving permanency services. This position will monitor program compliance with federal and state rules and regulations. DCFS has indicated this Division has approximately 250 caseworkers who are providing case management work on over 3,500 child cases. Staff recommended approval of this exemption request.
- Item D3 is a request for a Deputy Chief of Staff-Cook County at DCFS, a position that reports to the Chief of Staff, who reports to the Director. This position will formulate, develop and establish statewide policies regarding the Department's administrative operations. Staff recommended approval of this exemption request.

- Item D4 is a request for a Deputy Director of Intact Family Services at DCFS, a position that reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director. This position is the chief policy formulating administrator developing and overseeing implementation of statewide policies and procedures involving intact family services. This position will monitor program compliance with federal and state rules and regulations. Staff recommended approval of this exemption request.
- As to Items D5 – D11, DCFS currently has four Regional Administrators that are 4d(3) exempt, with the last position being approved for exemption effective September 1995. Prior to the last job description clarifications, these positions managed and controlled regional child protection investigations, intact services programs and child welfare services. The clarified job descriptions, effective June 16, 2019, for the four Regional Administrators reduced their programmatic responsibilities to solely Permanency. DCFS has requested two Regional Administrators for Intact Family Services, Items D5 and D6, and five Regional Administrators for Child Protection, Items D7 – D11. All eleven positions are under the B.H. Consent Decree, which indicates strict compliance of case assignment.

The Section of Permanency must consider the best interests, health and safety of the child in all planning decisions. The Section of Intact Family Services maintains and strengthens family units by providing in-home services designed to prevent children from entering the foster care system. The Section of Child Protection protects children through the investigation of suspected abuse or neglect by parents and other caregivers in a position of trust or authority over a child.

The Intact Family Services Regional Administrator positions report to the Deputy Director of Intact Family Services, who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director. These positions will serve as the primary policy formulating administrators for the regions, review activities to ensure compliance with all applicable laws, rules, policy and performance standards to provide the greatest benefit to clients for the Intact Family Services program.

The Child Protection Regional Administrator positions report to the Deputy Director of Child Protections, who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director. These positions are the primary policy formulating administrators within the Region for the Division of Child Protection. These positions will also manage and control investigations within the region and monitor program activities to ensure compliance with all applicable laws, rules, policy and performance standards. DCFS indicated in the last 12 months Child Protection cases have increased resulting in a new case assignment of over 7,000.

These requests are unique in that DCFS is seeking multiple exempt regional positions whereas the Commission in the past has only approved exemptions for a single regional position that had responsibility for all agency programs within their geographic region. Considering the mission of the agency, Staff did not find this to be an automatic disqualifier.

DCFS indicated they do not foresee additional exemption requests in the near future, but those requests originate with their Director or are spurred by legislative scrutiny and/or new initiatives. DCFS does not believe there will be any additional requests for the Child Protection, Permanency or Intact Family Services Sections. Staff recommended approval of these exemption requests.

Tammy Grant, Deputy Director of Personnel with DCFS, concurred with the presentation. Chairman Timothy Sickmeyer asked why the positions were regional if they are over statewide programs. Ms. Grant indicated that each position is in charge of the program in a different region, and they were requesting a different position for each region. Commissioner Vivian Robinson indicated that in her experience working at DCFS, these positions have been divided that way.

- Item E1 is a request for a Director of Finance and Administration at DOT, a position that reports to the Chief of Staff, who reports to the Secretary. This position formulates and develops policies and procedures governing information technology and financial and administrative activities related to state multi-modal transportation. Staff recommended approval of this exemption request.

Mr. Kaufmann concurred with this request presentation.

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:

D1: Deputy Director, Learning & Professional Development (DCFS)

D2: Deputy Director, Permanency (DCFS)

D3: Deputy Director, Staff (DCFS)

D4: Deputy Director, Intact Family Services (DCFS)

D5: Regional Administrator, Intact Family Services-Cook/North (DCFS)

D6: Regional Administrator, Intact Family Services-Central/South (DCFS)

D7: Regional Administrator, Child Protection-Northern (DCFS)

D8: Regional Administrator, Child Protection-Central (DCFS)

D9: Regional Administrator, Child Protection-Southern (DCFS)

D10: Regional Administrator, Child Protection-Cook/North (DCFS)

D11: Regional Administrator, Child Protection-Cook/South (DCFS)

E1: Director of Finance and Administration (DOT)

September 19, 2019

- As to Items E2 through E4, DOT has agreed with Staff to seek a continuance to the October 2019 meeting.

Mr. Kaufmann indicated there was good communication this week between the Commission, CMS and DOT regarding all the positions pending exemption.

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

- E2: Assistant for Special Projects (DOT)**
- E3: Deputy Director of Human Resources (DOT)**
- E4: Deputy Director of Finance and Administration (DOT)**

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

Item	Agency / Position #	Functional Title	Incumbent
F	DOC 40070-29-06-100-110-01	Illinois Corrections Industries Financial Officer	Sitha Hun

- Item F is a rescission request for the Illinois Correctional Industries (ICI) Financial Officer at the Department of Corrections (DOC). This exemption was first approved in September 2011 and since that time the duties have remained very similar. DOC is in the process of repealing the Section within Public Act 96-877 regarding the financial functions. DOC agreed with the recommendation to rescind the 4d(3) exemption; therefore, Staff recommended approval of this rescission request. No representative from DOC was present at the meeting.

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

- F: Illinois Corrections Industries Financial Officer (Corrections)**

The following positions were granted exemption on September 19, 2019:

D1. Illinois Department of Children and Family Services

Position Number	40070-16-16-000-00-01
Functional Title	Deputy Director of Learning & Professional Development
Incumbent	Monico Eskridge
Supervisor	Chief of Staff who reports to Director
Location	Cook County

D2. Illinois Department of Children and Family Services

Position Number	40070-16-60-000-00-02
Functional Title	Deputy Director of Permanency
Incumbent	Vacant
Supervisor	Chief Deputy Director of Operations who reports to the Chief of Staff, who reports to the Director
Location	Sangamon County

D3. Illinois Department of Children and Family Services

Position Number	40070-16-65-600-00-01
Functional Title	Deputy Director of Staff
Incumbent	Vacant
Supervisor	Chief of Staff who reports to Director
Location	Cook County

D4. Illinois Department of Children and Family Services

Position Number	40070-16-79-000-00-01
Functional Title	Deputy Director of Intact Family Services
Incumbent	Vacant
Supervisor	Chief Deputy Director of Operations who reports to the Chief of Staff, who reports to the Director
Location	Sangamon County

D5. Illinois Department of Children and Family Services

Position Number	40070-16-79-200-00-01
Functional Title	Regional Administrator, Intact Family Services-Cook/North
Incumbent	Vacant
Supervisor	Deputy Director of Intact Family Services who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Cook County

D6. Illinois Department of Children and Family Services

Position Number	40070-16-79-300-00-01
Functional Title	Regional Administrator, Intact Family Services-Central/South
Incumbent	Vacant
Supervisor	Deputy Director of Intact Family Services who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Sangamon County

D7. Illinois Department of Children and Family Services

Position Number	40070-16-82-000-00-01
Functional Title	Regional Administrator, Child Protection
Incumbent	Vacant
Supervisor	Deputy Director of Child Protection who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Kane County

D8. Illinois Department of Children and Family Services – proposed exemption

Position Number	40070-16-84-000-00-01
Functional Title	Regional Administrator, Child Protection
Incumbent	Vacant
Supervisor	Deputy Director of Child Protection who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Sangamon County

D9. Illinois Department of Children and Family Services – proposed exemption

Position Number	40070-16-86-000-00-01
Functional Title	Regional Administrator, Child Protection
Incumbent	Vacant
Supervisor	Deputy Director of Child Protection who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	St. Clair County

D10. Illinois Department of Children and Family Services

Position Number	40070-16-88-000-00-01
Functional Title	Regional Administrator, Child Protection
Incumbent	Vacant
Supervisor	Deputy Director of Child Protection who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Cook County

D11. Illinois Department of Children and Family Services

Position Number	40070-16-91-000-00-01
Functional Title	Regional Administrator, Child Protection
Incumbent	Vacant
Supervisor	Deputy Director of Child Protection who reports to the Chief Deputy Director of Operations, who reports to the Chief of Staff, who reports to the Director
Location	Cook County

E1. Illinois Department of Transportation

Position Number	40070-23-40-000-00-01
Functional Title	Director of Finance and Administration
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

The following position was denied exemption on September 19, 2019:

C1. 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

The following positions were continued to the October 2019 meeting on September 19, 2019:

C2. 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

C3. 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

C4. 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

C5. 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

C6. 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

C7. 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

C8. 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

C9. 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

C10. 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

C11. 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

C12. 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

C13. Illinois Department of Transportation

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

C14. 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

C15. 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

C16. Illinois Department of Transportation

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

C17. 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

C18. 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

C19. 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

C20. 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

C21. 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

C22. 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

C23. 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

C24. 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

C25. 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

C26. 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

C27. 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

C28. 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

C29. 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

C30. 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

E2. Illinois Department of Transportation

Position Number	37015-23-40-000-00-01
Functional Title	Assistant for Special Projects
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

E3. Illinois Department of Transportation

Position Number	40070-23-40-000-00-02
Functional Title	Deputy Director of Human Resources
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

E4. Illinois Department of Transportation

Position Number	40070-23-40-000-00-03
Functional Title	Deputy Director of Finance and Administration
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon 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.

B. None submitted

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER ROBINSON, 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 ROBINSON, 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 URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, 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.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

September 19, 2019

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 and 160 N. La Salle Street, Suite S-901, Chicago, IL by interactive video conference at 11:24 a.m.

PRESENT

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

X. INTERLOCUTORY APPEALS

DA-29-18

Employee	Natasha Morris	Appeal Date	2/23/18
Agency	Human Services	Decision Date	8/20/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; default (failure to appear at hearing date).
ALJ	Andrew Barris		

DA-17-19

Employee	Steve R. Allen	Appeal Date	2/27/19
Agency	Human Services	Decision Date	9/05/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction (filed grievance).
ALJ	Andrew Barris		

XI. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-44-18

Employee	Debra Sue Meyer	Appeal Date	4/15/18
Agency	Human Services	Decision Date	9/05/19
Appeal Type	Discharge	Proposal for Decision	Charges not proven; employee to be reinstated.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSALS FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE IN THE ABOVE MATTERS.

September 19, 2019

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

XII. APPEAL TERMINATED WITHOUT DECISIONS ON THE MERITS

S-5-20

Employee	David E. Lenzo	Appeal Date	8/05/19
Agency	Human Services	Decision Date	9/05/19
Appeal Type	Suspension	Proposal for	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris	Decision	

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

XIII. ANNOUNCEMENT OF MEETING SCHEDULE FOR CALENDAR YEAR 2020

Thursday, January 16	Thursday, July 16
Thursday, February 20	Thursday, August 20 (No interactive video; meeting in Springfield office.)
Thursday, March 19	Thursday, September 17
Thursday, April 16	Thursday, October 15
Thursday, May 21	Thursday, November 19
Thursday, June 18	Thursday, December 17

Unless otherwise scheduled, the meetings will be held by interactive video conference beginning at 11:00 a.m. at the Commission offices in Chicago and Springfield.

September 19, 2019

XIV. RATIFICATION OF THE APPOINTMENT OF THOMAS H. KLEIN AS EXECUTIVE DIRECTOR

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO RATIFY THE APPOINTMENT OF THOMAS H. KLEIN AS EXECUTIVE DIRECTOR EFFECTIVE SEPTEMBER 16, 2019.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
URLACHER	YES		

XV. STAFF REPORT

Staff reported the following:

- The annual SECA campaign begins September 25, 2019.
- Commission Staff met with Illinois Department of Transportation and Central Management Services on September 17, 2019.
- The Commission purchased new desktop computers.

XVI. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, October 17, 2019 in the Springfield and Chicago offices of the Commission by interactive video conference.

XVII. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:28 A.M.