

November 15, 2024

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
NOVEMBER 15, 2024

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL AND BY WEBEX VIDEO.

II. ROLL CALL AND CONFIRMATION OF A QUORUM

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD OCTOBER 18, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 18, 2024?

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. 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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B. Department of Early Childhood

Position Number	SF Number Forthcoming
Functional Title	SPSA, Chief of Operations
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

C. Department of Early Childhood

Position Number	SF Number Forthcoming
Functional Title	SPSA, Agency Procurement Officer
Incumbent	Vacant
Supervisor	Chief Financial Officer
Location	Cook County

D. Department of Early Childhood

Position Number	SF Number Forthcoming
Functional Title	SPSA, Director of Legislative Affairs
Incumbent	Vacant
Supervisor	Chief of Staff
Location	Cook County

E. Department of Early Childhood

Position Number	SF Number Forthcoming
Functional Title	SPSA, Director of Communications
Incumbent	Vacant
Supervisor	Chief of Staff
Location	Cook County

F. Capital Development Board

Position Number	40070-50-44-052-00-84
Functional Title	Chief Fiscal Officer
Incumbent	Vacant
Supervisor	Deputy Director of Operations
Location	Sangamon County

G. Department of Human Services

Position Number	40070-10-90-011-00-01
Functional Title	SPSA, Assistant Director of Field Operations
Incumbent	Vacant
Supervisor	SPSA, Division of FCS Director
Location	Sangamon County

H. Illinois State Police

Position Number	40070-21-40-000-00-01
Functional Title	SPSA, Assistant Deputy Director
Incumbent	Vacant
Supervisor	Deputy Director
Location	Sangamon County

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE POSITIONS LISTED ABOVE AS ITEMS B-H?

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. PRIVATE SECRETARY I (REVISE)
PRIVATE SECRETARY II (REVISE)**

CMS CLASSIFICATION ANALYSIS:

The Governor's Office and the Department of Central Management Services (CMS) Bureau of Personnel have reviewed class specifications in the State of Illinois Classification Plan. The Private Secretary I and Private Secretary II classes were identified as opportunities for clarification to the education and experience statements. These titles are used by the majority of the State's agencies and currently house around 50 employees. The positions are merit compensation titles, excluded from collective bargaining, and 4d1 exempt from Jurisdiction B of the Personnel Code. CMS would like to broaden the candidate pools for vacancies for these positions. To accomplish that goal, we are proposing the following updates to the education and experience requirements.

PRIVATE SECRETARY I (34201), Education and Experience:

FROM: Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and three years of secretarial experience; or the completion of high school and five years of secretarial experience.

TO: Requires knowledge, skill and mental development equivalent to:

A. completion of four years of high school and three years of work experience as a secretary defined as carrying out and coordinating all clerical and day-to-day administrative support activities for an individual or office within an organization.

OR

B. completion of two years of college and one year of work experience as a secretary defined as carrying out and coordinating all clerical and day-to-day administrative support activities for an individual or office within an organization.

OR

C. completion of four years of college.

PRIVATE SECRETARY II (34202), Education and Experience:

FROM: Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience.

TO: Requires knowledge, skill and mental development equivalent to:

A. completion of four years of high school and four years of work experience as a secretary defined as carrying out and coordinating all the clerical and day-to-day administrative support activities for an individual or office within an organization.

OR

B. completion of two years of college and two years of work experience as a secretary defined as carrying out and coordinating all the clerical and day-to-day administrative support activities for an individual or office within an organization.

OR

C. completion of four years of college and one year of work experience as a secretary defined as carrying out and coordinating all the clerical and day-to-day administrative support activities for an individual or office within an organization.

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON DECEMBER 1, 2024?

**B. Private Secretary I (Revise)
Private Secretary II (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?

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?

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IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-38-24

Employee	Kenya Smith	Appeal Date	12/21/2023
Agency	Dept. of Corrections	Decision Date	November 6, 2024
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus SPD
ALJ	Andrew Barris		

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

DA-40-24

Employee	Johnny Henley	Appeal Date	12/26/2023
Agency	Dept. of Corrections	Decision Date	November 6, 2024
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus SPD
ALJ	Andrew Barris		

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

DA-03-25

Employee	Liliana Cuellar	Appeal Date	08/05/2024
Agency	Dept. of Human Services	Decision Date	November 6, 2024
Appeal Type	Discharge	Proposal for Decision	Dismissed
ALJ	Thomas Klein		

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

DA-11-25

Employee	Andrew Lemons	Appeal Date	09/03/2024
Agency	Dept. of Corrections	Decision Date	November 6, 2024
Appeal Type	Discharge	Proposal for Decision	Discharge Upheld
ALJ	Thomas Klein		

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

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XI. FY 2024 ANNUAL REPORT

WILL THE COMMISSION APPROVE THE FISCAL YEAR 2024 ANNUAL REPORT?

XII. STAFF REPORT

- Reminder to complete annual required trainings.
- Reminder to submit SECA pledge forms as soon as possible, they are due by December 5th.

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, December 20, 2024, in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN