

March 15, 2024

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 15, 2024

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

II. ROLL CALL AND CONFIRMATION OF A QUORUM

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 16, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 16, 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. Illinois Department of Children and Family Services

Position Number	40070-16-03-000-20-01
Functional Title	Chief Litigation Director
Incumbent	Vacant
Supervisor	General Counsel
Location	Cook County

C1. Illinois Emergency Management Agency

Position Number	40070-50-17-301-00-01
Functional Title	Assistant Deputy Director of Homeland Security
Incumbent	Vacant
Supervisor	Deputy Director of Homeland Security
Location	Cook County

C2. Illinois Emergency Management Agency

Position Number	40070-50-17-350-00-01
Functional Title	Chief Platform Integrity Officer
Incumbent	Vacant
Supervisor	Deputy Director of Homeland Security
Location	Cook County

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

- B: Chief Litigation Director (DCFS)**
- C1: Assistant Deputy Director of Homeland Security (IEMA)**
- C2: Chief Platform Integrity Officer (IEMA)**

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. Corrections Treatment Officer Trainee (revise)
Corrections Treatment Officer (revise)
Corrections Treatment Officer Supervisor (revise)
Corrections Treatment Officer Security Supervisor (revise)

CMS CLASSIFICATION ANALYSIS:

The Illinois Department of Corrections (DOC) requested modifications to the classes comprising the Corrections Treatment Officer (CTO) series in an effort to increase the viable pool of candidates, as the Department has been having difficulty achieving and maintaining appropriate staffing levels for these positions. All Corrections Treatment Officers must start as Trainees and successfully complete the training program. The Department proposes the modifications to the class specifications detailed below.

CORRECTIONS TREATMENT OFFICER TRAINEE (CTOT)

Extant class specification requirements (paraphrased):

- 1) Related bachelor's degree (BA) **OR**
- 2) unrelated BA + one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections.

Proposed requirements:

Requires possession of **any BA**; no experience required.

CORRECTIONS TREATMENT OFFICER (CTO)

Extant class specification requirements (paraphrased):

- 1) Related BA **OR**
- 2) unrelated BA + one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections + successful completion of an approved corrections treatment officer training program.

Proposed requirements language:

Requires successful completion of the Corrections Treatment Officer Training Program.

CORRECTIONS TREATMENT OFFICER SUPERVISOR (CTOS)

Extant class specification requirements (paraphrased):

- 1) Related BA **OR**

2) unrelated BA + one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections + two years of professional staff experience as a Corrections Treatment Officer or Correctional Officer in a correctional facility + successful completion of an approved corrections treatment officer training program.

Proposed requirements language:

- Requires successful completion of the Corrections Treatment Officer Training Program.
- Requires two years' experience in a correctional facility or a related environment serving as a Corrections Treatment Officer, Correctional Officer, or any combination thereof.

CORRECTIONS TREATMENT SENIOR SECURITY SUPERVISOR {CTSSS}

Extant class specification requirements (paraphrased):

1) Related BA **OR**

2) unrelated BA + one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections + three years of supervisory experience in a related institutional setting + successful completion of an approved corrections treatment officer training program within six (6) months of hire.

Proposed requirements language:

- Requires successful completion of the Corrections Treatment Officer Training Program.
- Requires three years of experience supervising security and/or public safety positions in a related institutional setting. A related institutional setting is a work environment or location that potentially affords opportunity to perform duties such as that of a Corrections Treatment Officer Supervisor.

Broadening the education requirement at the Corrections Treatment Officer Trainee level is expected to stimulate an increase in applicants for the available positions, ameliorating the critical hiring and-staffing issues currently confronting the Illinois Department of Corrections regarding these titles.

C. Social Services Career Trainee (revise) **Human Services Caseworker (revise)**

CMS CLASSIFICATION ANALYSIS:

The Department of Human Services (DHS) requested revisions to the class specifications of Social Services Career Trainee and Human Services Caseworker. The agency is seeking to reduce the education requirements due to the fact that recent hiring efforts have not yielded a positive net gain of employees into these classes and the agency's programs. The agency has proposed to reduce the education benchmarks of these classes to improve hiring efforts. The Human Services Caseworker is a target title for the trainee class of Social Services Career Trainee and each of the specifications currently require a

bachelor's degree. We propose to change and align the education requirements of these classes to the following:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in social science or a related field of the social sciences.

In addition to DHS, the Department on Aging and Department of Healthcare and Family Services utilize these classes, and were consulted on the proposed class revisions.

D. Capital Development Board Account Technician (revise)

CMS CLASSIFICATION ANALYSIS:

This study was initiated and conducted internally by CMS Technical Services when it was discovered that the Desirable Requirements section of the extant Capital Development Account Technician class specification states “completion of an approved training course” as a required component of a pathway to satisfying qualification requirements for the class. Subsequent research confirms that no “approved training course” has been established by the agency over the years since its establishment and the agency has determined that no training program is needed for entry into this class. Thus, the phrase is being removed from the class specification to avoid unnecessary confusion for evaluative purposes, which could result in incorrect validation assessments of candidates. That phrase is the only modification to the class specification’s content. Formatting of that phrase was changed slightly for clarity of the class specification’s interpretation by candidates, user-agencies and evaluators of candidates.

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

- B. Corrections Treatment Officer Trainee (revise)**
 - Corrections Treatment Officer (revise)**
 - Corrections Treatment Officer Supervisor (revise)**
 - Corrections Treatment Officer Security Supervisor (revise)**
- C. Social Services Career Trainee (revise)**
 - Human Services Caseworker (revise)**
- D. Capital Development Board Account Technician (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

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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. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 16, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 16, 2024?

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-41-23

Employee	Terese Burton	Appeal Date	03/02/2023
Agency	Dept. of Children and Family Services	Decision Date	03/01/2024
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?

RV-7-24

Employee	Joan Daniel	Appeal Date	08/23/2023
Agency	Dept. of Human Services	Decision Date	03/01/2024
Appeal Type	Rules Violation	Proposal for Decision	No Violation.
ALJ	Andrew Barris		

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

DA-18-24

Employee	Melondy Wilks	Appeal Date	09/18/2023
Agency	Dept. of Human Services	Decision Date	03/01/2024
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?

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XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

S-41-24

Employee	Michelle Classon	Appeal Date	12/28/2024
Agency	Dept. of Corrections	Decision Date	02/28/2024
Appeal Type	Suspension	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

DA-46-24

Employee	Kesha Leach	Appeal Date	01/23/2024
Agency	Central Management Services	Decision Date	02/28/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; No Jurisdiction
ALJ	Thomas Klein		

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 Friday, April 19, 2024, in the Springfield office of the Commission.

XV. MOTION TO ADJOURN