

April 19, 2024

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
APRIL 19, 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 MARCH 15, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MARCH 15, 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 Agriculture

Position Number	37015-11-60-000-00-02
Functional Title	PSA, Deputy Public Information Officer (PIO)
Incumbent	Vacant
Supervisor	SPSA, Public Information Officer
Location	Sangamon County

C. Illinois Department of Central Management Services

Position Number	40070-37-30-000-20-02
Functional Title	SPSA, Assistant Benefits Finance Officer
Incumbent	Vacant
Supervisor	SPSA, Benefits Finance Officer
Location	Sangamon County

D. Illinois Department of Commerce and Economic Opportunity

Position Number	40070-42-05-100-00-01
Functional Title	Grants Management Deputy Director
Incumbent	Vacant
Supervisor	Assistant Director
Location	Sangamon County

E. Illinois Department of Human Services

Position Number	40070-10-76-010-00-01
Functional Title	SPSA, Associate Director of State-Operated Psych. Hospitals
Incumbent	Vacant
Supervisor	Mental Health Program Administrator
Location	Cook County

F. Illinois Department of Veterans' Affairs

Position Number	40070-34-00-000-00-05
Functional Title	SPSA, Director of Labor Relations
Incumbent	Vacant
Supervisor	Chief of Staff
Location	Sangamon County

G. Illinois Department on Aging

Position Number	40070-47-00-000-00-05
Functional Title	Chief Multisector Plan on Aging (MPA) Officer
Incumbent	Vacant
Supervisor	Director
Location	Cook County

H. Illinois Department of Juvenile Justice

Position Number	40070-27-10-000-00-03
Functional Title	Assistant Superintendent of Extended Educational Services
Incumbent	Vacant
Supervisor	Senior Public Service Administrator
Location	Cook County

I. Illinois Prisoner Review Board

Position Number	40070-50-78-000-00-01
Functional Title	Executive Director
Incumbent	Vacant; Provisional Appointment expected April 16
Supervisor	Chairman
Location	Sangamon County

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

- B: PSA, Deputy Public Information Officer (PIO) (AGR)**
- C: SPSA, Assistant Benefits Finance Officer (CMS)**
- D: Grants Management Deputy Director (CEO)**
- E: SPSA, Associate Director of State-Operated Psych. Hospitals (DHS)**
- F: SPSA, Director of labor Relations (DVA)**
- G: Chief Multisector Plan on Aging (MPA) Officer (DOA)**
- H: Assistant Superintendent of Extended Educational Services (DJJ)**
- I: Executive Director (PRB)**

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. Lock and Dam Tender (abolish)
Lock and Dam Operator Trainee (establish)
Lock and Dam Operator I (establish)
Lock and Dam Operator II (establish)**

CMS CLASSIFICATION ANALYSIS:

The Illinois Department of Natural Resources (IDNR) requested a review of the Lock and Dam Tender classification to determine if additional levels are warranted. The agency's objectives in developing the proposed series are to advance the education and training of incumbents and new hires, resulting in enhanced safety of and service to persons utilizing the locks and dams, protection and well-being of neighboring communities and citizens, and to preserve retention of personnel by creating reasonable career promotional opportunities in the Classification Plan.

The extant Lock and Dam Tender (LDT) class specification has not been revised or updated since it became effective in 1988. In recent years, the State of Illinois completed a project that updated and modernized the Stratton Lock and Dam site and operations into a state-of-the-art facility. Rules, regulations, and technologies applicable to the field have evolved and changed, and so have performance expectations of personnel that staff the facilities. Required proficiencies to qualify for the classes are measured and reflected by certification, licensure, and successful test challenge as well as applicant vetting to ensure the safety of neighboring communities, the general public, vessels utilizing the facility, and the personnel on duty.

CMS proposes to effectively create a new series by changing the classification name to Lock And Dam Operator (LADO), which is a more common reference to the type of work performed. The Lock And Dam Operator Trainee (LADOT) will serve as an introductory training classification, and afford Trainees the opportunity to work toward certifications required for advancement in the series. The Lock And Dam Operator I (LADO I) classification is the working level of the series, and serves as an inheritor classification to the LDT class; the Lock And Dam Operator II (LADO II) classification is the level of the series requiring advanced knowledge, skill development and leadership capabilities.

Implementation of the Lock And Dam Operator series would include the following classifications:

NOTE: The requirements of each classification listed below are detailed in the attached class specifications.

Lock And Dam Operator Trainee (LADO T)

Desirable (minimum) Requirements:

- Requires knowledge, skill and mental equivalent to successful completion of high school.
- Requires verification of swimming proficiency and underwater object retrieval ability as measured by a water test administered by the Department.
- Requires verification of appropriate Boating Safety Certification approved by the Department of Natural Resources within 6 months of employment.
- Requires verification of Red Cross Certification in First Aid and Cardiopulmonary Resuscitation (CPR) /Automated External Defibrillator (AED) prior to completion of the training period.
- Requires possession of an Illinois Pesticide Applicator License issued by the Illinois Department of Agriculture prior to completion of the training period.

Lock And Dam Operator I (LADO I)

Desirable (minimum) Requirements:

- Requires knowledge, skill and mental development equivalent to successful completion of high school supplemented by two years of mechanical experience, watercraft mechanic, or watercraft operating experience, or related trade work.
- Requires verification of swimming proficiency and underwater object retrieval ability as measured by a water test administered by the Department.
- Requires verification of appropriate Boating Safety Certification approved by the Department of Natural Resources within 6 months of employment.
- Requires verification of Red Cross Certification in First Aid and Cardiopulmonary Resuscitation (CPR) /Automated External Defibrillator (AED) prior to completion of the training period.
- Requires possession of an Illinois Pesticide Applicator License issued by the Illinois Department of Agriculture prior to completion of the training period.

Alternate method of qualification for Lock and Dam Operator I only:

- Successful and verified completion of an agency-approved training program satisfies the qualifications of this class.

Lock and Dam Operator II (LADO II)

Desirable (minimum) Requirements:

- Requires knowledge, skill and mental development equivalent to successful completion of high school supplemented by two years of experience as a Lock and Dam Operator I.

Validated and verified work experience equivalent to LADO I duties may substitute year for year to meet experience requirements.

- Requires verification of swimming proficiency and underwater object retrieval ability as measured by a water test administered by the Department.
- Requires verification of appropriate Boating Safety Certification approved by the Department of Natural Resources within 6 months of employment.
- Requires verification of Red Cross Certification in First Aid and Cardiopulmonary Resuscitation (CPR) /Automated External Defibrillator (AED) prior to completion of the training period.
- Requires possession of an Illinois Pesticide Applicator License issued by the Illinois Department of Agriculture prior to completion of the training period.

The proposed series will satisfy the agency's objectives as heretofore described. Contingent upon approval, the Lock and Dam Tender class will be abolished, a variance list established, and incumbents moved into the proposed new classifications.

C. Child Welfare Senior Specialist (revise)

CMS CLASSIFICATION ANALYSIS:

The Department of Children and Family Services (DCFS) requested a review of the Child Welfare Senior Specialist (CWSS) class specification, expressing concern that the Desirable Requirements, as written, are challenging to correctly interpret by potential applicants, agency staff, and other users, conceivably affecting the outcome of evaluative processes in the hiring sequence, or possibly dissuading qualified individuals from applying for positions.

Central Management Services (CMS), after reviewing and analyzing the Desirable Requirements of the class specification concurs with that assessment. DCFS and CMS have worked collaboratively to draft and propose revised language that is more succinct, provides improved readability, and enhanced clarity to users of the document. For comparison, below are the current Desirable Requirements language and the proposed language.

Extant class specification language:

Education and Experience

Requires a master's degree in social work, psychology, counseling, or other related human services area, including but not limited to education or special education.

Requires five (5) years of progressively responsible professional experience, including at least two (2) years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two (2) years of supervisory experience in providing services to special needs children in a state or private human service agency.

Proposed class specification language:

Education and Experience

Requires a master's degree in social work, psychology, counseling, education, special education, or a related human service area.

Requires five years of progressively responsible professional experience in a human services area, which includes two years of demonstrated experience independently interacting and negotiating with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) in a clinical setting to ensure that children with special needs gain access to such services.

Equivalent Alternative Method Of Qualification:

Requires a master's degree in social work, psychology, counseling, education, special education, or a related human service area, plus two years of verifiable supervisory experience providing services** to special needs children in a state or private human service agency.

**For clarification: examples of qualifying supervisory experience for this class include, but not limited to, a hospital director or an administrator with staff providing services to special needs children.

Additionally, two sentences in the Series Discussion section on page two were removed as no longer relevant. This description of creditable human services degrees is no longer needed because the requirements of each class in the series include descriptions of creditable education and experience that are sufficient.

- D. Upward Mobility Program Target Title Additions**
Corrections Identification Technician (revise)
Corrections Leisure Activities Specialist I (revise)
Child Welfare Advanced Specialist (revise)
Corrections Assessment Specialist (revise)
Correctional Casework Supervisor (revise) Capital Development Board Account Technician (revise)

CMS CLASSIFICATION ANALYSIS:

In accordance with terms agreed to between the State of Illinois and AFSCME, the following titles are to be added to the Upward Mobility Program (UMP) list of titles that may be used as target titles for the employee career advancement initiative:

- Corrections Identification Technician
- Corrections Leisure Activities Specialist I
- Juvenile Justice Youth and Family Specialist Option I
- Child Welfare Advanced Specialist
- Corrections Assessment Specialist
- Correctional Casework Supervisor

Details from the Department of Central Management Services' UMP website:

“The State of Illinois Upward Mobility Program is a career mobility program designed to give state employees an opportunity to advance to more challenging, higher paying positions. It is a joint venture between CMS and AFSCME. Employees receive individual counseling to inform them of the career opportunities available and to guide them in developing their career plans. Participants take proficiency exams and/or complete required education and training programs designed to provide the skills and knowledge needed for advancement. Employees can work toward advancement in the following major career paths: Data Processing, Office Services, Accounting, Human Services, Criminal Justice, and Nursing.”

The revisions to the class specifications of the titles identified above are limited to the addition of a statement declaring the class as part of the Upward Mobility Program. The addition of these six classes to the list of State titles targeted by the UMP expands the choices for employees when planning for advancement.

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

- B. Lock and Dam Tender (abolish)**
Lock and Dam Operator Trainee (establish)
Lock and Dam Operator I (establish)
Lock and Dam Operator II (establish)
- C. Child Welfare Senior Specialist (revise)**

- D. Upward Mobility Program Target Title Additions**
 - Corrections Identification Technician (revise)**
 - Corrections Leisure Activities Specialist I (revise)**
 - Childe Welfare Advanced Specialist (revise)**
 - Corrections Assessment Specialist (revise)**
 - Correctional Casework Supervisor (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?

April 19, 2024

IX. RECONVENE THE REGULAR OPEN MEETING

X. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MARCH 15, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MARCH 15, 2024?

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

S-22-24 and DA-26-24

Employee	Heidi Scott	Appeal Date	10/04/2024 & 10/25/2024
Agency	Dept. of Corrections	Decision Date	04/05/2024
Appeal Type	Suspension and Discharge	Proposal for Decision	Appeal upheld/Discharge overturned
ALJ	Thomas Klein		

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

DA-36-24

Employee	Anakaren Villalobos	Appeal Date	12/08/2023
Agency	Dept. of Employment Security	Decision Date	04/05/2024
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?

XII. INTERLOCUTORY APPEALS

S-49-24

Employee	Tonetta Hill	Appeal Date	02/08/2024
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Suspension	Proposal for Decision	Motions to Dismiss Granted
ALJ	Thomas Klein		

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

DA-52-24

Employee	Brandon L. Brooks	Appeal Date	02/26/2024
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Default
ALJ	Andrew Barris		

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

XIII. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

D-29-24

Employee	Sara Myers	Appeal Date	10/30/2023
Agency	Dept. of Human Services	Decision Date	04/05/2024
Appeal Type	Demotion	Proposal for Decision	Dismissed; Withdrawn
ALJ	Andrew Barris		

DA-51-24

Employee	Darrick Ford Jr.	Appeal Date	02/23/2024
Agency	Dept. of Veterans' Affairs	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

DA-56-24

Employee	Dorinda A. Williams	Appeal Date	03/04/2024
Agency	Dept. of Employment Security	Decision Date	04/05/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed; Withdrawn
ALJ	Thomas Klein		

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

April 19, 2024

XIV. STAFF REPORT

XV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, May 17, 2024, in the Springfield office of the Commission.

XVI. MOTION TO ADJOURN