

May 16, 2024

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
MAY 16, 2024

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 2:00 P.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

G.A. Finch (remote), David Luechtefeld, Judy McAnarney, and Vivian Robinson, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Alexandra Myers, Administrative Assistant, and Stephanie Borah, Executive Secretary; Sarah Kerley (remote), Central Management Services; Sheila Tapscott (remote), Innovation and Technology; Jacqueline Mullings (remote) and Koen Varley (remote), Office of the Executive Inspector General.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY AND THE MOTION ADOPTED 4-0 TO EXCUSE CHAIR SMITH FOR A FAMILY EMERGENCY.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD APRIL 19, 2024

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD APRIL 19, 2024.

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, EXECUTIVE DIRECTOR THOMAS KLEIN OFFERED AN OPPORTUNITY FOR ANY PERSON TO ADDRESS MEMBERS OF THE COMMISSION. NO PUBLIC COMMENTS WERE HEARD.

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. Requests for 4d(3) Exemption

- Regarding Item B, Assistant Executive Director Barris reported that many agencies had a 4d3 exemption for a similar position of Chief Information Officer, including but not limited to the following: DHS, Public Health, Aging, Veterans' Affairs, DHFS, DCFS, CMS, Revenue, DCEO, DHR, Insurance, Labor, IEMA, ISP, State Fire Marshall, and Corrections.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY THE MOTION ADOPTED 4-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

B: Chief Information Officer (DoIT/CDB)

B. Illinois Department of Innovation and Technology

Position Number	40070-28-41-000-00-01
Functional Title	Chief Information Officer (CDB)
Incumbent	Vacant
Supervisor	SPSA
Location	Sangamon County

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

- Regarding the rescission in Item C, Barris reported that the Labor Relations Administrator position was requested to be rescinded by Veterans' Affairs after the approval of the exemption for the Director of Labor Relations position last month.

The following proposed rescission was granted at the May 16, 2024 meeting:

Item	Agency	Position #	Functional Title
C	DVA	37015-34-00-000-00-05	Labor Relations Administrator-PSA

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

C: Labor Relations Administrator-PSA (DVA)

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. Shift Supervisor (revise)

Regarding Item B, Barris reported the proposed revision was due to unclear language that caused issues with finding viable candidates and DOC, CMS, and the OEIG worked together to find a solution in using more appropriate language like “as a supervisor or lead worker of correctional employees” to clear up any ambiguity regarding the responsibilities of positions within the class.

IT WAS MOVED BY COMMISSIONER MCANARNEY, SECONDED BY COMMISSIONER FINCH THE MOTION ADOPTED 4-0 TO APPROVE THE REVISION OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE JUNE 1, 2024:

B. Shift Supervisor (revise)

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER ROBINSON THE MOTION ADOPTED 4-0 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

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER LUECTEFELD, SECONDED BY COMMISSIONER MCANARNEY THE MOTION ADOPTED 4-0 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.

FINCH	YES	LUECHTEFELD	YES
MCANARNEY	YES	ROBINSON	YES

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IX. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD APRIL 19, 2024

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER ROBINSON THE MOTION ADOPTED 4-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD APRIL 19, 2024.

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-35-24

Employee	Tierra English	Appeal Date	12/01/2023
Agency	Dept. of Human Services	Decision Date	05/03/2024
Appeal Type	Discharge	Proposal for Decision	30-day Suspension
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE OF 3-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

FINCH YES **ROBINSON** YES
LUECHTEFELD YES **MCANARNEY** NO

DA-44-24

Employee	Lynette D. Adams-Williams	Appeal Date	01/04/2024
Agency	Dept. of Veterans' Affairs	Decision Date	05/03/2024
Appeal Type	Discharge	Proposal for Decision	90-day Suspension plus SPD
ALJ	Thomas Klein		

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

FINCH YES **MCANARNEY** YES
LUECHTEFELD YES **ROBINSON** YES

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XI. INTERLOCUTORY APPEALS

DA-55-24

Employee	Brandon J. Ford	Appeal Date	03/04/2024
Agency	Dept. of Corrections	Decision Date	05/03/2024
Appeal Type	Discharge	Proposal for Decision	Motion to Dismiss
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER MCANARNEY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM THE PROPOSALS FOR DECISION OF THE ADMINISTRATIVE LAW JUDGES FOR THE REASONS SET FORTH IN THE PROPOSALS FOR DECISION.

**FINCH
LUECHTEFELD**

**YES
YES**

**MCANARNEY
ROBINSON**

**YES
YES**

XII. STAFF REPORT

Executive Director Klein announced that Stephanie Borah started with the Commission.

XIII. ANNOUNCEMENT OF NEXT MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, July 21, 2024, in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER MCANARNEY, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO ADJOURN THE MEETING AT 3:04 P.M.