

June 21, 2024

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
JUNE 21, 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 MAY 16, 2024

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MAY 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)

* * *

B. Illinois Department of Human Services

Position Number	40070-10-00-000-50-01
Functional Title	SPSA, Chief of Behavioral Health Officer
Incumbent	Vacant
Supervisor	DHS, Secretary
Location	Cook County

C. Illinois Department of Juvenile Justice

Position Number	40070-27-16-200-00-01
Functional Title	SPSA, Assistant Superintendent of Programs
Incumbent	Vacant
Supervisor	SPSA, Superintendent
Location	Logan County

D. Illinois Department of Juvenile Justice

Position Number	40070-27-16-300-00-01
Functional Title	SPSA, Assistant Superintendent of Operations
Incumbent	Vacant
Supervisor	SPSA, Superintendent
Location	Sangamon County

E. Illinois Department of Corrections

Position Number	40070-29-00-700-70-01
Functional Title	SPSA, Privacy Officer/FOIA Counsel
Incumbent	Vacant
Supervisor	SPSA, Chief Legal Counsel
Location	Cook County

F. Illinois Department of Healthcare and Family Services

Position Number	40070-33-00-901-00-21
Functional Title	SPSA, Special Assistant for Maternal and Child Health
Incumbent	Vacant
Supervisor	Director
Location	Cook County

G. Illinois Department of Healthcare and Family Services

Position Number	40070-33-00-061-00-21
Functional Title	Special Assistant for Health Related Social Needs
Incumbent	Vacant
Supervisor	Director
Location	Cook County

H. Illinois Department of Early Childhood

Position Number	TBD
Functional Title	Chief of Staff
Incumbent	Vacant
Supervisor	Secretary
Location	TBD

I. Illinois Department of Early Childhood

Position Number	TBD
Functional Title	General Counsel
Incumbent	Vacant
Supervisor	Secretary
Location	TBD

J. Illinois Department of Early Childhood

Position Number	TBD
Functional Title	Human Resources Director
Incumbent	Vacant
Supervisor	Chief Operating Officer
Location	TBD

K. Illinois Department of Early Childhood

Position Number	TBD
Functional Title	Chief Fiscal Officer
Incumbent	Vacant
Supervisor	Secretary
Location	TBD

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

- B: SPSA, Chief of Behavioral Health Officer (DHS)**
- C: SPSA, Assistant Superintendent of Programs (DJJ)**
- D: SPSA, Assistant Superintendent of Operations (DJJ)**
- E: SPSA, Privacy Officer/FOIA Counsel (DOC)**
- F: SPSA, Special Assistant for Maternal and Child Health (HFS)**
- G: Special Assistant for Health Related Social Needs (HFS)**
- H: Chief of Staff (DEC)**
- I: General Counsel (DEC)**
- J: Human Resources Director (DEC)**
- K: Chief Fiscal Officer (DEC)**

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

Section 1.142(b) provides that the Commission may rescind the exemption of positions that no longer meet the requirements for exemption upon the recommendation of the Director of Central Management Services. The determination of rescission of Section 4d(3) exemptions rests with Civil Service Commission. Section 1.142(b) of the Commission Rules provides that 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 ensure responsive and accountable administrative control of the programs of the agency.

Item	Agency	Position #	Functional Title
L	HFS	40070-33-00-000-20-62	Special Asst./HIPAA/Computer Sec.
M	HFS	40070-33-00-500-00-21	Special Assistant – All Kids Program

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

- L: Special Asst./HIPAA/Computer Sec. (HFS)**
- M: Special Assistant – All Kids Program (HFS)**

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

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?

June 21, 2024

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?

June 21, 2024

IX. RECONVENE THE REGULAR OPEN MEETING

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

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

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-33-24

Employee	Erica C. Gibbs	Appeal Date	11/17/2023
Agency	Dept. of Human Services	Decision Date	06/07/2024
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?**

S-43-24

Employee	Shenell Odom	Appeal Date	12/31/23
Agency	Dept. of Human Services	Decision Date	06/07/2024
Appeal Type	Suspension	Proposal for Decision	Appeal Upheld; No Discipline Warranted.
ALJ	Thomas Klein		

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

June 21, 2024

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-42-24

Employee	Kendall Stinebaker	Appeal Date	12/29/2023
Agency	Dept. of Corrections	Decision Date	06/07/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed/Withdrawn.
ALJ	Andrew Barris		

DA-58-24

Employee	Markea R. Knox	Appeal Date	05/01/2024
Agency	Dept. of Corrections	Decision Date	05/31/2024
Appeal Type	Discharge	Proposal for Decision	Dismissed/Withdrawn.
ALJ	Andrew Barris		

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

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, July 26, 2024, in the
Springfield office of the Commission.**

XV. MOTION TO ADJOURN