

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
AUGUST 15, 2025

- 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 THE REGULAR OPEN MEETING HELD JULY 18, 2025
WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 18, 2025?
- 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. Central Management Services

Position Number	40070-37-60-000-20-01
Functional Title	SPSA, Assistant Deputy Director, Property Management/Facilities
Incumbent	Vacant
Supervisor	SPSA, Deputy Director, Property Management
Location	Cook County

C. Illinois Department of Commerce and Economic Opportunity

Position Number	SF Forthcoming
Functional Title	SPSA, Special Projects and Protocol Manager
Incumbent	Vacant
Supervisor	Deputy Director
Location	Cook County

D. Illinois Department of Innovation and Technology

Position Number	40070-28-06-000-00-01 (SF PN)
Functional Title	Chief Operations Officer
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

E. Illinois Department of Innovation and Technology

Position Number	40070-28-11-000-20-01 (SF PN)
Functional Title	Governmental Affairs Director
Incumbent	Vacant
Supervisor	SPSA, Chief of Staff
Location	Sangamon County

F. Illinois Department of Innovation and Technology

Position Number	40070-28-75-000-00-01 (SF PUC)
Functional Title	SPSA, Chief Information Officer - IGB
Incumbent	Vacant
Supervisor	SPSA, Public Safety Group CIO
Location	Sangamon County

G. Illinois Department of Corrections

Position Number	40070-29-03-200-00-01
Functional Title	SPSA, Chief of Mental Health Services
Incumbent	Melvin Hinton
Supervisor	SPSA, Medical Administrator IV
Location	Will County

H. Illinois Department of Corrections

Position Number	40070-29-03-200-80-01
Functional Title	SPSA, Chief of Psychiatry
Incumbent	Vacant
Supervisor	SPSA, Chief of Mental Health Services
Location	Will County

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

The following position(s) were submitted for Rescission of 4d3 Exemption by CMS:

- I. 40070-28-12-414-00-01 - DoIT - SPSA, ERP Manager of Business Intelligence Development**
- J. 40070-28-12-714-00-01- DoIT - SPSA, ERP Manager of Contract & Policy**
- K. 40070-28-12-814-00-01/90681196 - DoIT - SPSA, ERP Manager of Legacy System Management**
- L. 40070-37-00- 020-05-01 - CMS - SPSA, Director of Information Strategy**

WILL THE COMMISSION APPROVE THE RESCISSION OF THE EXEMPTIONS FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE POSITIONS LISTED ABOVE AS ITEMS I-L?

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. Stationary Fireman (revise)
Stationary Engineer (revise)**

CLASSIFICATION ANALYSIS:

The Department of Central Management Services (CMS) has requested an update to the minimum education requirement for Stationary Fireman and Stationary Engineer. The responsibilities of these classes have evolved over time due to technological innovations and federal certification requirements. Additionally, the International Union of Operating Engineers Local 399 which represents these classes requires the equivalent of completion of high school for membership. Additionally, EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act require that technicians who maintain, service, repair, or dispose of equipment that could release ozone depleting refrigerants into the atmosphere must be certified. The increase in the minimum education and addition of the CFC Certification under USEPA Section 608 rules will better align the classes to the current position responsibilities as well as the membership requirements of the bargaining unit. Therefore, the classification specification for Stationary Fireman and Stationary Engineer have been modified as follows:

Stationary Firemen

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school. Requires two years' experience in the operation of high-pressure stationary boilers. May require possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 Rules *.

* The possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 encompasses positions which perform refrigeration/air-conditioning work that has the possibility of release of chlorofluorocarbons into the atmosphere.

Stationary Engineer

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school. Requires four years of experience in power plant operation and in firing high pressure and/or low-pressure boilers. May require possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 Rules *.

* The possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 encompasses positions which perform refrigeration/air-conditioning work that has the possibility of release of chlorofluorocarbons into the atmosphere.

COMPENSATION ANALYSIS

The classes that are the subject of this study are paid in accordance with the Prevailing Wage Rate Act. The results of this class study do not affect the compensation of these classes.

C. Gaming Licensing Analyst (revise)

CLASSIFICATION ANALYSIS:

The Illinois Gaming Board (IGB) requested a Class Study for the title of Gaming Licensing Analyst. This class is a key title for the agency as it is responsible for processing the licensing and renewal applications for over 8,700 businesses in the State of Illinois. There are nine vacancies the agency needs to fill. Yet after more than two years of posting for these positions, only one candidate was hired. This situation is not only causing a backlog, but it is also contributing to a deficit to the state treasury. The following updates are recommended to allow the IGB to cast a wider net and increase the pool of potential applicants for Gaming Licensing Analyst positions. Other minor changes have been included for clarity's sake.

Desirable Requirements:

~~Requires one year of professional criminal investigative experience or licensing investigative experience.~~ Requires one year of investigative experience.

Knowledge, Skills, and Abilities:

Requires working knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations, and procedures, or similar documents from another organization. Requires ability to interpret, explain and apply statutory requirements, rules, regulations, and procedures to the licensing, or similar process.

COMPENSATION ANALYSIS

No changes are recommended to the rates of pay for this class in conjunction with the results of this study.

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON SEPTEMBER 1, 2025?

- B. Stationary Fireman (revise)**
Stationary Engineer (revise)
- C. Gaming Licensing Analyst (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?

IX. RECONVENE THE REGULAR OPEN MEETING

X. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD JULY 18, 2025.

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD JULY 18, 2025?

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-52-25

Employee	Crystal Brown	Appeal Date	05/20/2025
Agency	Dept. of Healthcare and Family Services	Decision Date	August 1, 2025
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. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, September 19, 2025, in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN