

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
SEPTEMBER 19, 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 AUGUST 15, 2025

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD AUGUST 15, 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. 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. Railroad Safety Specialist I (revise) Railroad Safety Specialist II (revise) Railroad Safety Specialist III (revise) Railroad Safety Specialist IV (revise)

## CLASSIFICATION ANALYSIS

The Illinois Commerce Commission (ICC) has proposed updates to the Railroad Safety Specialist series (1, 2, 3, and 4). The resulting proposed class specifications better align the titles with current methods, technologies and procedures in place.

### Knowledges, Skills and Abilities

Requires ability to prepare charts, graphs, and diagrams for the preparation of detailed surveys and reports. Requires ability to collect and review data and field information in order to render preliminary findings, conclusions and recommendations both informally and at formal hearings. Requires working knowledge of computer hardware and software, database input, reporting, and workflow. Requires ability to establish and maintain working relationships with fellow employees, the public, local and state authorities, Federal Railroad Administration and railroads and their employees; and Requires ability to communicate effectively in English both orally and in writing.

**C. Transportation IT/Communications Systems Specialist II (new)**

**CLASSIFICATION ANALYSIS:**

Most positions in State government are established under and subject to the provisions of the Personnel Code (20 ILCS 415). "The technical and engineering staffs of the Department of Transportation (DOT)... "are exempt from the Personnel Code (20 ILCS 415/4c(12). These technical positions are often referred to as "non-Code" positions. In recent years, the Director of Central Management Services, her designees and external partners including The Office of the Executive Inspector General's (OEIG's) Hiring and Employment Monitoring Division (HEM) and the former Shakman Special Master, conducted a review of positions that are not subject to the Personnel Code's merit and fitness provisions. In particular, the Shakman parties reviewed non-Code positions at the Department of Transportation to determine if the non-Code positions meet the criteria of "technical and engineering" staff as stated in Section 4c (12) of the Personnel Code. As a result of the review, it was determined that some of IDOT's positions that are now non-Code do not meet the criteria of being either technical or engineering in nature and thus should not be exempt from the protections of the Personnel Code. The Director of CMS, with the consensus of her external partners, concluded that the positions should instead be moved under the purview of the Personnel Code. All the non-Code Department of Transportation positions in question are represented by the Teamsters' NR- 916 (Pro-Tech) unit; no current Code classes performing similar work and represented by NR-916 exist. Therefore, new classes have been created to reflect the functions performed by extant non-Code positions represented by NR-916. The non-Code classes in Transportation are broad in nature, while the recommended Code classes are more narrowly defined. Therefore, position work from several different non-Code classifications may be accurately depicted in one or more Code classes. The new class reflected in this CMS-112 Transportation Information Technology/ Communications Systems Specialist II performs information technology related functions within the Illinois Department of Transportation.

**COMPENSATION ANALYSIS**

Positions that will be assigned to this class are currently represented by Teamsters collective bargaining unit NR-916 and were previously designated as non-Code (not covered by the provisions of the Personnel Code). Now the Personnel Code will be extended to positions of this type and salary grade negotiations are currently ongoing. The Merit System rate recommended for the base establishment for this class will be MS-31, although no positions will be reclassified into the Transportation Information Technology/Communications Systems Specialist II class until the bargaining unit salary rate negotiations are completed.

**WILL THE COMMISSION APPROVE THE REVISION AND ADDITION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON OCTOBER 1, 2025?**

- B. Railroad Safety Specialist I (revise)**  
**Railroad Safety Specialist II (revise)**  
**Railroad Safety Specialist III (revise)**  
**Railroad Safety Specialist IV (revise)**
- C. Transportation IT/Communications Systems Specialist II (new)**

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?**

VI. 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 Capital Development Board**

Position Number	40070-50-44-070-00-84
Functional Title	SPSA, Capital Construction Strategy Administrator
Incumbent	Vacant
Supervisor	Executive Director
Location	Sangamon County

#### **C. Illinois Department of Commerce & Economic Opportunity**

Position Number	SF Forthcoming
Functional Title	SPSA, Assistant Deputy Director II (RED)
Incumbent	Vacant
Supervisor	SPSA, Deputy Director of Regional Economic Development
Location	Sangamon County

#### **D. Illinois Department of Children and Family Services**

Position Number	40070-16-60-700-00-01
Functional Title	SPSA, Deputy Director, Agency Performance Monitoring & Execution
Incumbent	Vacant
Supervisor	SPSA, Assistant Director of Programs & Services
Location	Cook County

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

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

**E. 40070-20-53-000-00-01 - DPH - SPSA, Division Manager – Division of Environmental Health**

**F. 40070-42-35-022-00-01 (90652701) - DCEO - SPSA, Real Estate & Tax Credit Administrator**

**G. 40070-10-76-340-00-01 - DHS – SPSA, Director of Licensing & Quality Management**

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

**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 AUGUST 15, 2025.

**WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD AUGUST 15, 2025?**

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

**DA-21-25**

Employee	Bradley Pool	Appeal Date	11/20/2024
Agency	Dept. of Corrections	Decision Date	September 5, 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?**

**DA-43-25**

Employee	Logan French	Appeal Date	03/27/2025
Agency	Dept. of Corrections	Decision Date	September 5, 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?**

**DA-46-25**

Employee	<u>Scott Zimmerman</u>	Appeal Date	04/17/2025
Agency	Dept. of Corrections	Decision Date	September 5, 2025
Appeal Type	Discharge	Proposal for Decision	Reduced to 30-day suspension
ALJ	Thomas Klein		

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

**DA-48-25**

Employee	Kennice Blair	Appeal Date	04/27/2025
Agency	Dept. of Human Services	Decision Date	September 5, 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?**

**DA-55-25**

Employee	Kendra Cain	Appeal Date	06/04/2025
Agency	Dept. of Human Services	Decision Date	September 5, 2025
Appeal Type	Discharge	Proposal for Decision	Dismissed/No Jurisdiction
ALJ	Thomas Klein		

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

**DA-01-26**

Employee	Austin Hagston	Appeal Date	07/22/2025
Agency	Dept. of Corrections	Decision Date	September 5, 2025
Appeal Type	Discharge	Proposal for Decision	Dismissed/Withdrawn
ALJ	Andrew Barris		

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

**DA-08-26**

Employee	Christopher Bessant	Appeal Date	08/13/2025
Agency	Dept. of Human Services	Decision Date	September 5, 2025
Appeal Type	Discharge	Proposal for Decision	Dismissed/Withdrawn
ALJ	Andrew Barris		

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



**DA-13-26**

Employee	DaQuashia Pope	Appeal Date	08/25/2025
Agency	Dept. of Human Services	Decision Date	September 5, 2025
Appeal Type	Discharge	Proposal for Decision	Dismissed/No Jurisdiction
ALJ	Andrew Barris		

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?****XII. STAFF REPORT**

- ❖ Alexandra Myers has recently sent out a reminder for required annual trainings to be completed by Commission and Commission staff. Please reach out to her with any questions. Trainings are due by December 31, 2025.

**XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING**

**The next regular open meeting is to be held at 11:00 a.m. on Friday, October 17, 2025, in the Springfield office of the Commission.**

**XIV. MOTION TO ADJOURN**