

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
FEBRUARY 20, 2026

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 JANUARY 16, 2026

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JANUARY 16, 2026?

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 Capital Development Board

Position Number	40070-50-44-010-00-16
Functional Title	SPSA, Chief of Staff
Incumbent	Darnita Lee
Supervisor	Executive Director
Location	Cook County

C. Illinois Capital Development Board

Position Number	40070-50-44-063-00-16
Functional Title	SPSA, FEP Administrator
Incumbent	Jesse Martinez
Supervisor	Chief of Staff
Location	Cook County

D. Illinois Capital Development Board

Position Number	40070-50-44-010-00-84
Functional Title	SPSA HR Administrator
Incumbent	Jill Bohm
Supervisor	Chief of Staff
Location	Sangamon County

E. Illinois Capital Development Board

Position Number	40070-50-44-070-00-84
Functional Title	SPSA, Communications Director
Incumbent	Lauren Grenlund
Supervisor	Chief of Staff
Location	Sangamon County

F. Illinois Capital Development Board

Position Number	40070-50-44-020-00-16
Functional Title	SPSA, Legislative Affairs Administrator
Incumbent	Marcus Pitchford
Supervisor	Chief of Staff
Location	Cook County

G. Illinois Capital Development Board

Position Number	37015-50-44-020-00-16
Functional Title	PSA, Legislative Liaison
Incumbent	Matthew Trewartha
Supervisor	SPSA, Legislative Administrator
Location	Cook County

H. Illinois Capital Development Board

Position Number	40070-50-44-030-00-84
Functional Title	SPSA, Chief Legal Counsel
Incumbent	Amy Romano
Supervisor	SPSA, Executive Director
Location	Sangamon County

I. Illinois Department of Healthcare and Family Services

Position Number	40070-33-00-920-00-21
Functional Title	SPSA, Rural Health Transformation Program Director
Incumbent	Vacant
Supervisor	SPSA, Deputy Director for Special Initiatives
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 - I?

***CMS has sent a notice of extension of jurisdiction for non – code employees for 9 positions with DoIT at DOT and 1 position at 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. Fair Labor Standards Investigator – (new)

CLASSIFICATION ANALYSIS (Reason for proposal, benefits, problems)

The Illinois Department of Labor (ILDOL) requested the creation of a new class specification, Fair Labor Standards Investigator to augment the existing compliance Officer class title. Currently the Department of Labor audits are performed in-house by the Compliance Officer staff and that alone does not align with the needs of the agency. The new title will be responsible for investigating potential violations of state labor and employment laws; interviewing workers, witnesses, and employers; and performing complex on-site audits of timekeeping, payroll and other relevant records to determine compliance with federal and state laws and regulations. This new role will afford the agency the required staff needed to compliment the in-house desk audits that are presently being conducted.

COMPENSATION ANALYSIS

The Compliance Officer is paid at MS 11-4 and requires two years of high school. This new class specification, Fair Labor Standards Investigator, requires four years of college therefore, we recommend a pay grade of MS 13-4.

~~C. Compliance Officer—(revise)~~

~~CLASSIFICATION ANALYSIS (Reason for proposal, benefits, problems)~~

~~The Illinois Department of Labor requested the revision of the Compliance Officer class specification. The class specification was last revised on 9-18-1996. During that time, the Illinois legislature added several Acts that have gone into effect and now must be reflected in the class specification. The Distinguishing Features of Work section was changed to include the investigation of potential violations of state labor and employment laws; interview workers, witnesses, and employers; perform complex on-site and desk audits of timekeeping, payroll and other relevant records to determine compliance with federal and state laws and regulations. The Illustrative Examples of Work section was changed to include the investigation of employers and businesses to determine if there are violations of state labor and employment laws such as Illinois Wage Payment & Collection Act, Minimum Wage and Overtime Law, and Child Labor Law. Also changed were audit timekeeping, payroll and tax records, and other employer records and documents to determine compliance with federal and state laws and regulations.~~

~~COMPENSATION ANALYSIS~~

~~The changes to the class specification in the Education and Experience section from two years of college to four years of college warrant a change in pay. We recommend a two-pay increase from MS 11 to MS 13.~~

D. Automotive Mechanic Trainee (new)

CLASSIFICATION ANALYSIS (Reason for proposal, benefits, problems)

Pursuant to the terms of the collective bargaining agreement between the State of Illinois and the Illinois Federation of Public Employees (IFPE), effective July 1, 2023 through June 30, 2027, in which a Memorandum of Understanding (MOU) articulates that “the parties agree to allow [Central Management Services] CMS Classifications to conduct a Class Study to determine the feasibility of a trainee title for the Automotive Mechanic, option 1 position”, CMS has conducted a class study and concluded that a trainee class is feasible. With reference to the Automotive Mechanic class, Option 1 is defined as Light Duty Vehicles. Option 2 is Medium and/or Heavy Trucks. These options relate to the variance in the duties and responsibilities specific to the needs of the employing agency. The new trainee class may be used for either the option 1 category or option 2 category of positions and/or assignments. A new class specification has been developed for the Automotive Mechanic Trainee. The training program would last for a period of up to 12 months, during which the trainee will receive instruction and hands-on experience in the repair and reconditioning of various vehicles and equipment under the guidance and close supervision of experienced Automotive Mechanics working for state agencies. The Education and Experience minimum qualifications are set at “Requires knowledge, skill and mental development equivalent to completion of four years of high school; or successful completion of high school, college, or vocational college coursework in vehicle repair and maintenance; or military training or experience demonstrating aptitude; or possession of related and approved industry credentials or certifications.” This job class and the associated training program will allow the State to recruit at the trainee level, provide extensive training to successful candidates, and maintain the flexibility to terminate the employment if necessary.

COMPENSATION ANALYSIS:

This Automotive Mechanic Trainee program’s target title will be the Automotive Mechanic class. The Automotive Mechanic class is represented by IFPE and is assigned a bargaining unit pay rate (RC-045) and a Merit System pay rate (MS-13). The Automotive Mechanic Trainee class must first be established as a Merit System class before it may be petitioned, certified into a bargaining unit, and assigned a bargaining unit pay rate. Based on the comparison of the desirable requirements of this class with its target title and other classes with similar minimum qualifications, we recommend that the Automotive Mechanic Trainee be assigned a Merit System pay rate of MS-06.

E. Recreational Worker I and Recreational Worker II (revise)

CLASSIFICATION ANALYSIS (Reason for proposal, benefits, problems)

The Department of Human Services requested a review and minor updates to the education and experience requirements for the Recreation Worker Series. The current requirements are ambiguous and creating a situation whereby candidates with no degree and random work experience, as well as candidates with random degrees and no work experience are erroneously considered as qualified.

The Education and Experience for Recreation Worker I (38001) has been modified as follows:

- Requires knowledge, skill and mental development equivalent to completion of four years college.
- Requires six months of experience in recreation, group work or recreational therapy.

The Education and Experience for Recreation Worker II (38002) has been modified as follows:

- Requires knowledge, skill and mental development equivalent to completion of four years college.

Requires one-year professional experience in recreation in an institution or community setting.

WILL THE COMMISSION APPROVE THE CREATION OR REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON MARCH 1, 2026?

B. Fair Labor Standards Investigator

C. ~~Compliance Officer~~ (PULLED BY DOL on 2/19/2026)

D. Automotive Mechanic Trainee

E. Recreation Worker I

Recreation Worker II

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 CLASS SPECIFICATIONS OR 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 JANUARY 16, 2026.

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD JANUARY 16, 2026?

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

Appeal Number	DA-20-25
Employee	Brett Hendricks
Appeal Date	11/06/2024
Agency	Department of Corrections
Decision Date	February 6, 2026
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?

Appeal Number	DA-45-25
Employee	Luis Munoz
Appeal Date	04/15/2025
Agency	Department of Children and Family Services
Decision Date	February 6, 2026
Appeal Type	Probationary Discharge
Proposal for Decision	Probationary Discharge Upheld
ALJ	Andrew Barris

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

Appeal Number	DA-50-25
Employee	Robert Ziemer
Appeal Date	05/02/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
Appeal Type	Discharge
Proposal for Decision	Reduced to 30-day Suspension plus SPD
ALJ	Andrew Barris

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

Appeal Number	RV-02-26
Employee	Peter Obazuaye
Appeal Date	07/30/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
Appeal Type	Rule Violation
Proposal for Decision	No Violation/No Jurisdiction
ALJ	Andrew Barris

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

Appeal Number	DA-09-26
Employee	Truvetta Lee
Appeal Date	08/21/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
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?

Appeal Number	RV-19-26
Employee	Keith Hale
Appeal Date	09/15/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
Appeal Type	Rule Violation
Proposal for Decision	No Violation
ALJ	Thomas Klein

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

Appeal Number	DA-24-26
Employee	Annastasia Smith
Appeal Date	10/01/2025
Agency	Department of Corrections
Decision Date	February 6, 2026
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?

Appeal Number	DA-26-26
Employee	Chrystopher Terry
Appeal Date	10/08/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
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?

Appeal Number	DA-36-26
Employee	Cassidy Dober
Appeal Date	11/21/2025
Agency	Department of Human Services
Decision Date	February 6, 2026
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?

Appeal Number	S-47-26
Employee	Muriel Kirk
Appeal Date	01/05/2026
Agency	Department of Human Services
Decision Date	February 6, 2026
Appeal Type	Suspension
Proposal for Decision	Dismissed/Withdrawn
ALJ	Andrew Barris

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

Appeal Number	DA-49-26
Employee	Peter Tomczuk
Appeal Date	01/16/2026
Agency	Department of Labor
Decision Date	February 6, 2026
Appeal Type	Discharge
Proposal for Decision	Dismissed/Withdrawn
ALJ	Thomas Klein

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

XII. STAFF REPORT

- **Statements of Economic Interest and Supplemental Statements of Economic Interests is scheduled to be sent on March 17, 2026. Please fill out and send in as soon as possible. The filing deadline is Thursday, May 1, 2025. Reach out to Alexandra Myers with any questions.**

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on DATE TBD ~~Friday, March 20, 2026~~, in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN