

January 18, 2018

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
JANUARY 18, 2018

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 N. LASALLE STREET, SUITE S-901, CHICAGO, IL AND 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL BY INTERACTIVE VIDEO CONFERENCE

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD DECEMBER 21, 2017

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD DECEMBER 21, 2017?

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. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum	62	13
Aging.....	133	19
Agriculture	324	18
Arts Council	11	2
Capitol Development Board	32	0
Central Management Services	854	73
Children and Family Services.....	2,554	53
Civil Service Commission	4	0
Commerce & Economic Opportunity	240	66
Commerce Commission	59	0
Corrections	12,021	109
Criminal Justice Authority.....	42	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council	6	1
Emergency Management Agency.....	66	8
Employment Security	1,046	29
Environmental Protection Agency.....	622	18
Financial & Professional Regulation	367	48
Gaming Board	143	5
Guardianship and Advocacy	102	8
Healthcare and Family Services	1,633	26
Human Rights Commission.....	14	2
Human Rights Department	122	10
Human Services.....	12,774	82
Illinois Torture Inquiry Relief Commission	2	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,240	59
Insurance	209	17
Investment Board	4	2
Juvenile Justice.....	931	28
Labor	74	11
Labor Relations Board Educational.....	10	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd.	23	3
Lottery	140	8
Military Affairs.....	129	3
Natural Resources.....	1,126	33
Pollution Control Board	16	2
Prisoner Review Board.....	16	1
Property Tax Appeal Board.....	32	1
Public Health	1,098	40
Racing Board.....	2	1
Revenue.....	1,353	45
State Fire Marshal	125	11
State Police.....	912	10
State Police Merit Board	7	2
State Retirement Systems	92	3
Transportation	2,483	0
Veterans' Affairs	1,248	10
Workers' Compensation Commission.....	118	11
TOTALS.....	44,639	905

B. 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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C. Illinois Department of Human Services – proposed rescission of exemption

Position Number	40070-10-11-200-00-01
Functional Title	Bureau Chief of Recruitment and Selection
Incumbent	Deborah Dilello
Supervisor	Human Resources Director who reports to the Chief of Staff and who reports to the Secretary
Location	Sangamon County

CMS Recommendation: “Because this position will no longer meet the reporting criteria of the Commission Rules and due to the diminished authority now vested, the Department requests the 4d(3) exemption to be removed.”

WILL THE COMMISSION GRANT THE REQUEST FOR 4d(3) EXEMPTION RESCISSION FOR THE FOLLOWING POSITION?

C: Bureau Chief of Recruitment and Selection (DHS)

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.

The following class titles were submitted for revision by the Director of the Illinois Department of Central Management Services:

B. Revenue Collection Officer Trainee
Revenue Collection Officer I
Revenue Collection Officer II
Revenue Collection Officer III

Classification Analysis: “The Illinois Department of Revenue (IDOR) has requested that the Illinois Department of Management Services, Bureau of Personnel, Division of Technical Services, Class Studies Unit (CMS) conduct a class study to revise the Revenue Collection Officer Trainee class specification to reflect the current training regimen in place at the agency. It is the intent of the IDOR to remove outdated references to specified durations of classroom instruction or study in favor of an overall on-the-job training format that is currently in place and overseen by more senior Revenue Collection Officers.

The CMS Class Studies Unit consulted with the IDOR to conduct a thorough review of the other levels in the Revenue Collection Officer series to confirm the contents of each class specification as accurate and current or submit any changes the agency would deem improvements. The proposed revisions to the Revenue Collection Officer Trainee, Revenue Collection Officer I, Revenue Collection Officer II and Revenue Collection Officer III class specifications place an emphasis on clarity of expression as well as reinforce uniform terminology and structure within the series. CMS recommends approval of the proposed changes described above.”

C. Environmental Health Specialist III

Classification Analysis: “The Illinois Department of Public Health (DPH) has encountered difficulty in obtaining candidates that are qualified to perform the pesticide and vector control responsibilities according to the requirements of the Environmental Health Specialist III (EHS3) class specification. After a review of the appropriate act, codes, and program policies by subject matter experts in the Arbovirus and Vector Control program and the Structural Pest Control program of the DPH, an expansion of the educational requirements for this position is deemed appropriate. The agency requests the revisions as depicted below to expand the types of coursework that a candidate may possess to qualify for one of these positions, and also to clarify that some, but not all of these positions may require certification as a structural pest control technician, thereby allowing a person skilled in vector control to be deemed qualified without having to obtain a structural pest control certification.

‘Those positions engaged in pesticide and vector control require at least six semester hours of coursework in entomology, vertebrate zoology, environmental health studies, environmental biology, animal biology, organic chemistry or biochemistry or equivalent short courses in these areas. Some positions engaged in pesticide work may require certification as a structural pest control technician.’

Additionally, the statement '*Preferably requires licensure as an Environmental Health Practitioner*' has been removed from the EHS3 class specification. One of the guidelines employed for writing class specification documents for the State of Illinois classification plan is the principle that statements of preference are not, by definition, requirements, and so this type of statement is a) not included in new class specifications, b) removed from existing documents when and where they are discovered; and c) if requested by an agency, we counsel them against such an inclusion and inform them of our guidelines. State agencies can communicate preferences to job applicants and the public in other ways, whereas the Desirable Requirements section of a class specification is reserved for specified required minimum qualifications."

D. Juvenile Justice Youth & Family Specialist Option 1
Juvenile Justice Youth & Family Specialist Option 2
Juvenile Justice Youth & Family Specialist Supervisor

Classification Analysis: "Effective January 1, 2018, Public Act 100-0019 will redefine requirements for positions subject to the Juvenile Justice Act, [730 ILCS 5/3-2.5-15 (b)]. Positions affected are those that participate or assist in the rehabilitative and vocational training of delinquent youths, supervise the daily activities involving direct and continuing responsibility for the youths' security, welfare and development, or participate in the personal rehabilitation of delinquent youth by training, supervising and assisting lower level personnel who perform such duties. Public Act 100-0019 changes the base requirements from *either a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least two years of experience in the field of juvenile matters* to any bachelor's or advanced degree from an accredited college or university.

The classes of Juvenile Justice Youth & Family Specialist Option 1 (JJYFSO1), Juvenile Justice Youth & Family Specialist Option 2 (JJYFSO2) and Juvenile Justice Youth & Family Specialist Supervisor (JJYFSS) perform functions in at least one of the areas cited in the second sentence in the above paragraph. The JJYFSO1 requires a bachelor's degree in counseling or a closely related social sciences degree and two years of professional experience working with youth in juvenile services. The JJYFSO2 requires a master's degree in counseling or a closely related social sciences degree and two years of professional experience working with youth in juvenile services. The JJYFSS requires a master's degree in counseling or related social sciences and three years of professional experience working with youth in juvenile services.

This proposal retains the original education and experience requirements for these three classes and sets forth an additional, alternate set of requirements to comply with the amendments to the Juvenile Justice Act. Under these alternate conditions, a candidate may possess any bachelor's degree (JJYFSO1) or any master's degree (JJYFSO2 or JJYFSS) from an accredited college or university, but must possess an additional year of professional experience and all creditable experience must be attained in the fields of counseling or casework. Below is a summary presentation of the proposed changes for comparison.

Juvenile Justice Youth & Family Specialist Option 1 education and experience:

- A) Requires a bachelor's degree in counseling or a closely related social sciences degree. Requires two years of professional experience working with youth in juvenile services.
OR
- B) Requires a bachelor's degree from an accredited college or university. Requires three years of professional experience in counseling or casework.

Juvenile Justice Youth & Family Specialist Option 2 education and experience:

- A) Requires a master's degree in counseling or a closely related social sciences degree. Requires two years of professional experience working with youth in juvenile services.
OR
- B) Requires a master's degree from an accredited college or university. Requires three years of professional experience in counseling or casework.

Juvenile Justice Youth & Family Specialist Supervisor education and experience:

- A) Requires a master's degree in counseling or related social sciences. Requires three years of professional experience working with youth in juvenile services.
OR
- B) Requires a master's degree from an accredited college or university. Requires four years of professional experience in counseling or casework.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2018?

B. Revenue Collection Officer Trainee

- Revenue Collection Officer 1**
- Revenue Collection Officer 2**
- Revenue Collection Officer 3**

C. Environmental Health Specialist III

D. Juvenile Justice Youth & Family Specialist Option 1

- Juvenile Justice Youth & Family Specialist Option 2**
- Juvenile Justice Youth & Family Specialist Supervisor**

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. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	11/30/17	12/31/17	12/31/16
Aging	1	0	0
Agriculture	1	1	0
Arts Council	2	2	0
Central Management Services	6	6	1
Commerce and Economic Opportunity	1	1	0
Emergency Management Agency	0	0	1
Employment Security	7	7	1
Financial and Professional Regulation	3	2	1
Gaming Board	1	0	1
Guardianship & Advocacy	1	1	2
Healthcare and Family Services	8	5	0
Human Services	19	21	4
Innovation & Technology	7	7	0
Insurance	1	0	1
Labor Relations Board-Educational	2	2	0
Natural Resources	24	32	8
Property Tax Appeal Board	1	1	0
State Fire Marshal	2	1	1
State Police	6	6	0
State Retirement Systems	1	1	2
Transportation	7	8	1
Veterans' Affairs	3	3	0
Workers' Compensation Commission	1	1	1
Totals	105	108	25

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-27-17

Employee	Jamara M. Rogers	Appeal Date	12/21/16
Agency	Children & Family Services	Decision Date	01/08/18
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Daniel Stralka		

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

DA-19-18

Employee	Adam J. Stock	Appeal Date	10/10/17
Agency	Central Management Svcs.	Decision Date	01/04/18
Appeal Type	Discharge	Proposal for Decision	30-day suspension plus duration of suspension pending discharge.
ALJ	Andrew Barris		

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

XII. APPEALS TERMINATED WITHOUT DECISIONS ON THE MERITS

DA-25-18

Employee	Audrey D. Metheny	Appeal Date	12/13/17
Agency	Corrections	Decision Date	12/20/17
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

S-27-18

Employee	Yemia Brookshaw	Appeal Date	12/22/17
Agency	Human Services	Decision Date	01/09/18
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

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

January 18, 2018

XIII. PROPOSED REVISIONS TO CIVIL SERVICE COMMISSION RULES

WILL THE COMMISSION APPROVE THE PROPOSED REVISIONS TO CIVIL SERVICE COMMISSION RULES?

XIV. STAFF REPORT

XV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, February 15, 2018 by interactive video conference in the Springfield and Chicago offices of the Commission.

XVI. MOTION TO ADJOURN