

January 20, 2022

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
JANUARY 20, 2022

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 DECEMBER 16, 2021

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD DECEMBER 16, 2021?

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. Illinois Department of Human Services

Position Number	40070-10-06-020-00-01
Functional Title	Firearm Violence Prevention Senior Policy Advisor
Incumbent	Javon Gregoire
Supervisor	Assistant Secretary of Firearm Violence Prevention, who reports to the Secretary
Location	Sangamon County

C. Illinois Department of Innovation & Technology

Position Number	40070-28-33-000-00-01
Functional Title	Chief Information Officer, Department of Juvenile Justice
Incumbent	Vacant
Supervisor	Health & Human Services Group Chief Information Officer, who reports to the Assistant Secretary, who reports to the Secretary
Location	Sangamon County

D1. Illinois Department of Public Health

Position Number	40070-20-01-090-00-01
Functional Title	Chief Operating Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

D2. Illinois Department of Public Health

Position Number	40070-20-15-000-00-01
Functional Title	Deputy Director, Racial and Cultural Health Equity
Incumbent	Vacant
Supervisor	Chief Operating Officer, who reports to the Director
Location	Sangamon County

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

- B: Firearm Violence Prevention Senior Policy Advisor**
- C: Chief Information Officer, Department of Juvenile Justice**
- D1: Chief Operating Officer**
- D2: Deputy Director, Racial and Cultural Health Equity**

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	Incumbent
E1	DPH	40070-20-27-000-00-01	Vital Records Division Chief	Nadine O’Leary
E2	DPH	40070-20-31-000-00-01	Medical Cannabis Division Chief	Myles Willingham
E3	DPH	40070-20-37-500-00-81	Men’s Health Section Chief	Vacant

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

- E1: Vital Records Division Chief**
- E2: Medical Cannabis Division Chief**
- E3: Men’s Health Section Chief**

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. Beautician (abolish)
Cosmetologist (new)**

CMS CLASSIFICATION ANALYSIS: The Department of Corrections requested a class study on the Beautician class specification to clarify the supervisory responsibilities that the class exercises over individuals in custody that may be hired as staff in salons at state facilities. The Department of Central Management Services took advantage of this opportunity to review and update the class specification as it has not been changed materially since 1970. Through consultation with the user agencies, the Department of Corrections and the Department of Human Services, and analysis of the current duties and responsibilities in Beautician official position descriptions, the content of the class specification was substantially updated. Additionally, the decision to change the title of the class from Beautician to Cosmetologist required that the original class specification be abolished and a new class specification with a new title code be established. A full accounting of the revisions are attached in class specification amendment format.

WILL THE COMMISSION APPROVE THE ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

**B. Beautician (abolish)
Cosmetologist (new)**

C. Revenue Auditor Trainee (revise)

CMS CLASSIFICATION ANALYSIS: The Illinois Department of Revenue (DOR) has requested changes to the Education and Experience requirements of the Revenue Auditor Trainee class specification. DOR has asked for the addition of an alternate pathway to reach candidates who have accounting coursework with significant applicable accounting knowledge through related experience or have promoted through the specified levels of the Revenue Tax Specialist series. Currently, the Revenue Auditor Trainee specification requires a bachelor's degree in accounting, business administration, or finance with 21 hours of accounting. The addition of a nonspecified bachelor's degree with fewer hours of accounting coursework coupled with accounting/auditing experience is being added as an alternate pathway. These revisions will enhance the recruiting pool of well-qualified candidates for the Revenue Auditor Trainee title and ultimately the Revenue Auditor series. The new language will include the added requirements as follows:

- Minimum of 15 hours of progressive coursework in accounting, including one class in tax or auditing, and,
- Either five years' work experience performing technical accounting and/or auditing functions; or five years' work experience in the Revenue Tax Specialist

Series (specifically, one year as a Revenue Tax Specialist Trainee, three years as a Revenue Tax Specialist 1 and one year as a Revenue Tax Specialist 2).

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

C. Revenue Auditor Trainee (revise)

D. Behavioral Analyst Associate (abolish)

Behavioral Analyst 1 (abolish)

Behavioral Analyst 2 (abolish)

Behavior Analyst Associate (new)

Behavior Analyst 1 (new)

Behavior Analyst 2 (new)

CMS CLASSIFICATION ANALYSIS: The Illinois Department of Human Services (DHS) requested a change to the Desirable Requirements of the Behavioral Analyst Series class specifications to expand its recruitment pool. DHS has had extreme difficulty attracting qualified candidates largely due to the extremely narrow, long standing qualifications of the extant class specification: *“Requires possession of a master's degree, with major coursework in behavior analysis and modification, from a graduate program accredited by the Association for Behavior Analysis.”* (ABA). Research confirms that nationwide, ABA-approved programs are comparatively few. In Illinois, there are currently only two master’s level programs accredited by the ABA.

DHS has requested, and we recommend, that the Board-Certified Behavior Analyst (BCBA) credential granted by the Behavioral Analyst Certification Board, which is accredited by the National Commission For Certifying Agencies (NCCA), replace the current educational standards. The credential authenticates candidates’ attainment of education and experience necessary to perform professional behavior analysis functions, as evidenced by the successful challenge of the BCBA examination, after successful completion of academic standards that include possession of a master’s degree. BCBA applicants’ qualifications are vetted by the organization.

The BCBA credential and the BCBA-D designation* are widely accepted by private and public sector employers as evidence of proficiency in applied behavioral analysis, including many state governments. This change will give DHS much more latitude and opportunity to reach an expanded pool of qualified candidates to provide vital services to its customers.

Additionally, other revisions and modifications were made to update the proposed draft specifications to improve clarification, readability, and relevance. Due to the requested changes in position titles and computer system limitations, the existing class specifications of Behavioral Analyst Associate, Behavioral Analyst I, and Behavioral Analyst II must be treated as abolishments, and the Behavior Analyst Associate, Behavior Analyst I, and Behavior Analyst II must be treated as proposed new establishments of class specifications.

*NOTE: The BCBA-D is the same credential as the BCBA, and carries no additional privileges, but designates possession of a doctoral degree by the certificant.

WILL THE COMMISSION APPROVE THE ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

- D. Behavioral Analyst Associate (abolish)**
- Behavioral Analyst 1 (abolish)**
- Behavioral Analyst 2 (abolish)**
- Behavior Analyst Associate (new)**
- Behavior Analyst 1 (new)**
- Behavior Analyst 2 (new)**

E. Transportation Seasonal Office Worker (new)

CMS CLASSIFICATION ANALYSIS: Most positions in State government are established under and subject to the provisions of the Personnel Code (20 ILCS 415). Positions subject to the Personnel Code's merit and fitness conditions or other provisions of job protection may not be hired based upon political affiliation. "The technical and engineering staffs of the Department of Transportation ... "are exempt from the Personnel Code (20 ILCS 415/4c(12). These technical positions are often referred to as "non-Code" positions. Most technical positions are not positions for which political affiliation is an appropriate consideration in hiring, firing, or other employment actions. Only positions on the State's Exempt List may be hired based upon political affiliation.

In recent years, the Director of Central Management Services, her designees and external partners including OEIG's Hiring and Employment Monitoring Division and the Shakman Special Master, conducted a review of positions for which political affiliation is an appropriate criterion, as well as 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, 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 of Transportation Seasonal Office Worker in this CMS-112 performs seasonal work in the Department of Transportation involving a variety of clerical and office support duties.

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

E. Transportation Seasonal Office Worker (new)

F. Accountant Supervisor (revise)

Actuary 3 (revise)

Cancer Registrar Assistant Manager (revise)

Conservation Grant Administrator 3 (revise)

Environmental Engineer 4 (revise)

Environmental Protection Engineer 4 (revise)

Environmental Protection Specialist 4 (revise)

CMS CLASSIFICATION ANALYSIS: CMS Class Studies has reviewed all of the class specifications of the titles listed in the attached AFSCME Memorandum of Understanding (MOU) document which is located in the most recent bargaining agreement. The titles on the list that are under the Personnel Code were examined as well as any other Personnel Code-covered bargaining unit titles in the State of Illinois Classification Plan that may have been inadvertently left out. This is being implemented to emphasize that these titles are working supervisors and distinct from lead worker and full-line supervisor designations and their respective table of duties. Positions represented by AFSCME collective bargaining units may be non-supervisory, lead workers or working supervisors but may not be full-line supervisors.

The class specifications were examined to determine if they have adequate descriptions of working supervisor duties within their content and correct any omissions or discrepancies between what appears in the specification and what the MOU implementation requires. More specifically, what we want to standardize in each of these documents is:

- the statement that appears to denote supervision, e.g., serves as working supervisor, as one of the Distinguishing Features of Work (DFOW) and
- the detailed description of those supervisory functions in the Illustrative Examples of Work (IEOW): *Serves as working supervisor, assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and sign performance evaluations.*
- The Accountant Supervisor is a full line supervisor. An AFSCME title cannot be a full-line supervisor. We have removed full-line supervisor duties and added working supervisor functions as described above.

We made changes to all of the class specifications that required revisions. Each proposed draft is presented here in the order of the position code of each class, however, and not according to the listing on the front-page table.

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

- F. Accountant Supervisor (revise)**
 - Actuary 3 (revise)**
 - Cancer Registrar Assistant Manager (revise)**
 - Conservation Grant Administrator 3 (revise)**
 - Environmental Engineer 4 (revise)**
 - Environmental Protection Engineer 4 (revise)**
 - Environmental Protection Specialist 4 (revise)**

- G. Graphic Arts Technician (revise)**
 - Graphic Arts Designer (revise)**
 - Graphic Art Designer Advanced (revise)**
 - Graphic Arts Designer Supervisor (revise)**

CMS CLASSIFICATION ANALYSIS: The Illinois Department of Revenue (IDOR) requested revisions to the Education and Experience requirements of the Graphic Arts Designer class specification. Currently, the class specification requires the “equivalent to four years of college with concentration in art and one-year experience in art/design production or graphics.” IDOR requested the revisions of the Education and Experience Requirements to include a concentration in “computer art, graphic design or related subject”, as well as the addition of the graphics experience to include “in both printed and electronic media.” To keep continuity within the series, these updates will also encompass the Graphic Arts Technician, Graphic Arts Designer Advanced and the Graphic Arts Designer Supervisor class specifications. These changes bring the class specifications up to date with the current electronic technology environment which will ultimately enhance the qualified applicant pool. As these class specifications were last updated in 2009, other minor revisions were incorporated to delete or update any references to outdated language/duties as necessary. In addition, given the Graphic Arts Designer Supervisor class is subject to

RC-014 provisions, the specification has been revised to demonstrate duties of a working supervisor retracting the current language reflecting full line supervisor duties.

All state agencies that have utilized the classes included in this study have been notified to review the contents of the class specifications and have concurred with the most current functions, requirements, and terminology as proposed. The results are attached in class specification amendment format as part of this proposal.

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

- G. Graphic Arts Technician (revise)**
- Graphic Arts Designer (revise)**
- Graphic Art Designer Advanced (revise)**
- Graphic Arts Designer Supervisor (revise)**

- H. Warehouse Examiner (revise)**
- Warehouse Examiner Specialist (revise)**

CMS CLASSIFICATION ANALYSIS: The Department of Agriculture (DOA) has requested changes to the Warehouse Examiner and Warehouse Examiner Specialist class specifications to reflect abilities necessary for these positions. As climbing grain ladders and utilizing lifts are essential when performing grain/warehouse examinations, DOA has asked that we include the "ability to climb to heights of up to 120 feet" and "operate lifts" to the Warehouse Examiner and Warehouse Examiner Specialist class specifications. It is DOA's desire to add these abilities in the Knowledges, Skills, and Abilities (KSA's) section to better recruit a pool of well-qualified candidates. The "climbing" and "operating lifts" duties, along with "travels to examination site" has also been added to the Illustrative Examples of Work, duty statement #3.

In addition, updates were made in the KSA's to include the ability to travel, possession of a valid, appropriate driver's license, ability to observe and utilize proper safety standards, and agilities necessary in performance of duties. As the last update to these class specifications was in 1998, other minor revisions were made to clarify language or duties as reflected in the attached draft class specifications and do not change the intent of the class.

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON FEBRUARY 1, 2022?

- H. Warehouse Examiner (revise)**
- Warehouse Examiner Specialist (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

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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?

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IX. RECONVENE THE REGULAR OPEN MEETING

X. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD DECEMBER 16, 2021

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

I. INTERLOCUTORY APPEAL

DA-12-21

Employee	Lashaun Springfield	Appeal Date	01/11/2021
Agency	Dept. of Human Services	Decision Date	12/30/2021
Appeal Type	Discharge	Proposal for Decision	Dismissed.
ALJ	Thomas Klein/Andrew Barris		

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

II. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-13-22

Employee	Keri Coughlin-Glenn	Appeal Date	11/12/2021
Agency	Dept. of Human Services	Decision Date	12/30/2021
Appeal Type	Discharge	Proposal for Decision	Withdrawn.
ALJ	Andrew Barris		

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

DA-14-22

Employee	Dwanna Tucker	Appeal Date	12/16/2021
Agency	Dept. of Healthcare and Family Services	Decision Date	01/11/2022
Appeal Type	Discharge	Proposal for Decision	Withdrawn.
ALJ	Thomas Klein		

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

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III. STAFF REPORT

IV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, February 17, 2022, in the Springfield office of the Commission.

V. MOTION TO ADJOURN