

January 21, 2021

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
JANUARY 21, 2021

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 17, 2020

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD DECEMBER 17, 2020?

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 State Police

Position Number	40070-21-00-800-00-02
Functional Title	Chief, Human Resources
Incumbent	Vacant
Supervisor	Chief of Staff, who reports to the First Deputy Director, 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 POSITION?

B: Chief, Human Resources (ISP)

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.

The following class titles were submitted for abolishment, creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

**B. Corrections Medical Technician (abolish)
Licensed Practical Nurse – Corrections (create new)**

CMS Classification Analysis: “The Department of Corrections (DOC) has requested a change to the title of the Corrections Medical Technician class specification. The agency and the union have acknowledged difficulty in recruiting for these positions and would like to change the title of the class to indicate more clearly to potential applicants that the positions are Licensed Practical Nurses, in the hopes that this recognition will encourage more eligible persons to apply. Thus, the title of the class is proposed to change from Corrections Medical Technician to Licensed Practical Nurse – Corrections.

The Department of Central Management Services has agreed to this revision and other small updates to clarify the content and adjust outdated references where appropriate.

We submit these changes to improve the DOC’s ability to fill vacancies for this class and CMS’ ability to administer the position classification plan for the State of Illinois.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON FEBRUARY 1, 2021?

**B. Corrections Medical Technician (abolish)
Licensed Practical Nurse – Corrections (create new)**

C. Historical Actor (create new)

CMS Classification Analysis: “Since its opening in 2005, the Abraham Lincoln Presidential Library and Museum (ALPLM) has used, and is currently using, contract employees to fulfill acting roles for shows and/or exhibits at the ALPLM. The museum has asked Central Management Services to develop a class specification for these acting positions bringing them under the Personnel Code, which would create stability for the actors and benefit ALPLM by eliminating the need to renew these contracts on a yearly basis.

Establishing the Historical Actor class formalizes a permanent employment relationship between the agency and those currently serving in the actor roles.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON FEBRUARY 1, 2021?

C. Historical Actor (create new)

D. Corrections Officer Trainee (revise)

CMS Classification Analysis: “The Illinois Department of Corrections (IDOC) has requested an increase in the number of weeks of formalized pre-service training with IDOC for the Correctional Officer Trainee title. The request is to change the pre-service training from 6 weeks to 8 weeks. This will not affect the overall length of time in trainee status.

The six-week Basic Cadet Correctional Officer Training requirement has been in place for the past 30 years. With the addition of mandatory statutory changes such as Ethics, Cyber-Security, and increased Harassment training, IDOC has recognized that additional training time is needed. This additional time also allows for an increase in court mandated subjects such as Mental Health Awareness and topics of current societal changes such as increased communication courses and implicit bias. This time also allows IDOC to transition to additional scenario-based training to reach the modern adult learner.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON FEBRUARY 1, 2021?

D. Corrections Officer Trainee (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?

January 21, 2021

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?

January 21, 2021

IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-43-20

Employee	Christopher T. See	Appeal Date	06/26/2020
Agency	Illinois Gaming Board	Decision Date	01/08/2021
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?

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, February 18, 2021 in the Springfield office of the Commission.

XIII. MOTION TO ADJOURN