

October 17, 2019

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
October 17, 2019

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

II. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, and Casey Urlacher, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Daniel Stralka; Sarah Kerley, Sheila Tapscott, John Logsdon and Chris Nickols, Illinois Department of Central Management Services; Duane Northrup and Anthony Rafferty, Illinois Coroner Training Board; Bret Bender, Illinois Department of Financial and Professional Regulation; and Julie Moscardelli, Illinois Department of Revenue; and Tonya Neal and Natale Fuller, Office of the Executive Inspector General. Commissioner Vivian Robinson's absence was excused for medical reasons.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD SEPTEMBER 19, 2019

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD SEPTEMBER 19, 2019.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

In accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Thomas Klein offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Abraham Lincoln Presidential Library & Museum	73	10
Aging	134	15
Agriculture	385	15
Arts Council	13	2
Capitol Development Board	34	0
Central Management Services	840	46
Children and Family Services	2,657	66
Civil Service Commission	3	1
Commerce & Economic Opportunity	207	40
Commerce Commission	53	0
Corrections	12,750	101
Criminal Justice Authority	52	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	69	10
Employment Security	1,066	28
Environmental Protection Agency	590	17
Financial & Professional Regulation	379	46
Gaming Board	150	13
Guardianship and Advocacy	98	8
Healthcare and Family Services	1,509	29
Human Rights Commission	18	2
Human Rights Department	121	12
Human Services	12,741	86
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,185	58
Insurance	203	18
Investment Board	3	2
Juvenile Justice	899	31
Labor	72	10
Labor Relations Board Educational	9	3
Labor Relations Board State	14	2
Law Enforcement Training & Standards Bd.	20	3
Liquor Control Commission	37	7
Lottery	138	7
Military Affairs	133	3
Natural Resources	1,341	29
Pollution Control Board	13	2
Prisoner Review Board	22	1
Property Tax Appeal Board	36	2
Public Health	1,122	39
Racing Board	3	1
Revenue	1,398	40
State Fire Marshal	131	7
State Police	948	10
State Police Merit Board	6	2
State Retirement Systems	95	3
Transportation	2,266	16
Veterans' Affairs	1,208	10
Workers' Compensation Commission	107	12
TOTALS	45,364	875

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. Requests for 4d(3) Exemption

Exemption Monitor Sabrina Johnson indicated that Items C1 – C32 were positions the Department of Transportation (DOT) was recommending for 4d(3) exemption and these items have been continued from August and September 2019. Ms. Johnson indicated that Staff has made additional inquiries and has asked DOT for a continuance on Items C1–C11, C15–C19, C21, C24-C32. Sarah Kerley, Senior Policy Advisor with the Department of Central Management Services, concurred with this continuance.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 4-0 TO CONTINUE THE 4d(3) EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS TO THE NOVEMBER 2019 MEETING:

- C1: Director of Planning and Programming (DOT)**
- C2: Deputy Director of Planning and Programming (DOT)**
- C3: Bureau Chief, Programming (DOT)**
- C4: Bureau Chief, Innovation Project Delivery (DOT)**
- C5: Bureau Chief, Data Collection (DOT)**
- C6: Bureau Chief, Claims (DOT)**
- C7: Senior Assistant Chief Counsel-Development (DOT)**
- C8: Senior Assistant Chief Counsel-Implementation (DOT)**
- C9: Senior Assistant Chief Counsel for Ethics (DOT)**
- C10: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- C11: Senior Assistant Chief Counsel-Chicago (DOT)**
- C15: Labor Relations Manager (DOT)**
- C16: Bureau Chief, Budget & Fiscal Management (DOT)**
- C17: Bureau Chief, Info. Processing, Chief Information Officer (DOT)**
- C18: Bureau Chief, Personnel Management (DOT)**
- C19: Bureau Chief, Business Services (DOT)**
- C21: Section Chief, Investigations (DOT)**
- C24: Administrative Manager (DOT)**
- C25: Administrative Manager (DOT)**
- C26: Administrative Manager (DOT)**
- C27: Administrative Manager (DOT)**
- C28: Administrative Manager (DOT)**

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C29: Administrative Manager (DOT)

C30: Administrative Manager (DOT)

C31: Administrative Manager (DOT)

C32: Administrative Manager (DOT)

Ms. Johnson stated Items C12, C13, C14 and C20 are positions within the Office of Finance and Administration at DOT.

- Item C12 is a request for an Assistant for Special Projects, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position formulates and implements policy for the Office which has statewide impact and has authority on policy-making issues. This position serves as a representative for the Director on department wide projects, procedures and practices. Staff recommended approval of this exemption request.
- Item C13 is a request for a Deputy Director of Human Resources, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position formulates policy and provides advice and guidance on matters involving human resources and labor relations and implements new initiatives to ensure efficient operations. This position serves as a spokesperson representing the Director with the Governor's Office, Department of Central Management Services, union representatives and other agencies. Staff recommended approval of this exemption request.
- Item C14 is a request for a Deputy Director of Finance and Administration, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position formulates and serves as policy advisor, provides advice and guidance to the Director regarding matters involving fiscal operations and business needs, develops and implements new initiatives to ensure efficient departmental operations, and plans short and long-term goals and objectives for the Office. Staff recommended approval of this exemption request.
- Item C20 is a request for a Bureau Chief of Investigations and Compliance, a position that reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary. This position formulates policies and procedures for the Bureau, conducts internal and external investigations of wrongdoing and verifies compliance with the Disadvantaged Business Enterprise program, Federal Motor Carrier Safety Administration program, commercial vehicle program and Federal Acquisition Regulations. Staff recommended approval of this exemption request.

No representative from DOT was present at the meeting. Ms. Kerley concurred with the request presentations.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 4-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:

- C12: Assistant for Special Projects (DOT)**
- C13: Deputy Director of Human Resources (DOT)**
- C14: Deputy Director of Finance and Administration (DOT)**
- C20: Bureau Chief, Investigations and Compliance (DOT)**

Ms. Johnson indicated Items C22 and C23 are positions within the Office of Business and Workforce Diversity at DOT.

- Item C22 is a request for a Bureau Chief of Small Business Enterprises, a position that reports to the Director of Business and Workforce Diversity, who reports to the Chief of Staff, who reports to the Secretary. This position develops and implements policies and procedures for the Supportive Services Program and the Disadvantaged Business Enterprises (DBE) program. This position organizes and monitors these programs for small business utilization which includes federally-mandated highway construction programs and minority-owned businesses and provides technical and managerial assistance to firms seeking qualification. Without the DBE program, Illinois would not be eligible for receipt of many federal transportation funds. Staff recommended approval of this exemption request.
- Item C23 is a request for a Bureau Chief of Civil Rights, a position that reports to the Director of Business and Workforce Diversity, who reports to the Chief of Staff, who reports to the Secretary. This position develops departmental policies and programs to ensure compliance with federal regulations and investigates allegations of discrimination in employment. This position is the Equal Employment Opportunity Officer and handles all aspects of affirmative action. Staff recommended approval of this exemption request.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:

- C22: Bureau Chief, Small Business Enterprises (DOT)**
- C23: Bureau Chief, Civil Rights (DOT)**

- Item D is a request for a Cannabis Control Deputy Director at the Department of Financial and Professional Regulation (DFPR), a position that reports to the Director of Professional Regulation, who reports to the Secretary. This position will implement and administer the statewide program for the Cannabis Regulation and Tax Act including administrative rules related to the protection of the public's health, welfare and safety through enforcement of the Act. Staff recommended approval of this exemption request.

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Commissioner David Luechtefeld inquired about the Medical Cannabis Deputy Director that is currently a 4d(3) exemption position through July 1, 2020, asking why both positions have similar duties. Bret Bender, Medical Cannabis Deputy Director with DFPR, indicated there are two different units, one deals with the rules that apply to auditing retail stores and the other sets the rules for medical stores. Mr. Bender stated there are four medical cannabis inspectors and they investigate medical cannabis dispensaries. Commissioner Luechtefeld inquired why DFPR was not requesting an extension of the exemption for the current position. Mr. Bender indicated he has no details regarding this.

Sarah Kerley indicated the current Medical Cannabis Deputy Director is running the pilot program that was passed by the legislators and was given time limits to get it set up and running. Governor Pritzker and the Secretary of DFPR have been clear with the public that adult use will not impact the state's commitment in the medical use arena. When the 2020 sunset date approaches, the positions will be re-visited to see how the programs were developing and whether one position could do both jobs. DFPR committed to having a distinct policy maker to help create and maintain the statutory regulatory for medical cannabis until 2020.

Mr. Bender indicated the Medical Cannabis Act was amended to remove the sunset of July 1, 2020 and SB 2023, effective August 9, 2019, removed the sunset for the Medical Cannabis Act. The Adult Use Program never had a sunset date. Commissioner Luechtefeld inquired if there could be a recommendation to deny the continuance of exemption for this position in July. Ms. Kerley indicated the Medical Cannabis Deputy Director could potentially be made a permanent position, but, since the legislation is new, CMS is not ready to make this recommendation to the Commission at this time.

Executive Director Thomas Klein indicated the position under consideration is not the position that expires July 2020, it is a new position.

IT WAS MOVED BY CHAIRMAN SICKMEYER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 3-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION. COMMISSIONER URLACHER ABSTAINED.

D: Cannabis Control Deputy Director (DFPR)

- Item E is a request for the Executive Director at the Coroner Training Board, a position that reports to the Chairman. This position will plan, control, organize and direct a statewide program of training for coroners in accordance with Illinois statutes regulating coroner training. This position will investigate complaints to the Board regarding violations of the Illinois statutes and Administrative Rules by Illinois coroners, serve as spokesperson for the Board, draft and finalize legislative proposals and/or amendments, determine the Board's annual budget and handle all aspects of human resources. Staff recommended approval of this exemption request.

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Ms. Kerley indicated the Coroner Training Board will be relocating to Macon County with state-of-the-art training space by partnering with local government.

Chairman Duane Northrup and Anthony Rafferty with the Coroner Training Board were present at the meeting.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

E: Executive Director (ICTB)

Proposed Rescission in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

Item	Agency / Position #		Functional Title	Incumbent
F	DOR	40070-25-48-200-00-01	Springfield Collection Enforcement Div. Manager	Vacant

- Item F is a rescission request for the Springfield Collection Enforcement Division Manager at the Department of Revenue (DOR). This exemption was first approved in July 2011 for a limited period of two years. An extension of the exemption was approved for an additional year and in August 2014 it was approved with no time limitations. Based on the most recent clarification of October 1, 2019, the duties no longer meet the requirements of 4d(3) exemption. The Illinois Department of Revenue agreed with CMS' recommended rescission; therefore, Staff recommended approval of this rescission request. Julie Moscardelli, Human Resources Manager at DOR concurred with the rescission presentation.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4d(3) EXEMPTION FOR THE FOLLOWING POSITION:

F: Springfield Collection Enforcement Division Manager (Revenue)

The following positions were granted exemption on October 17, 2019:

C12. Illinois Department of Transportation – proposed exemption (continued from September 2019 meeting)

Position Number	37015-23-40-000-00-01
Functional Title	Assistant for Special Projects
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C13. Illinois Department of Transportation – proposed exemption (continued from September 2019 meeting)

Position Number	40070-23-40-000-00-02
Functional Title	Deputy Director of Human Resources
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C14. Illinois Department of Transportation – proposed exemption (continued from September 2019 meeting)

Position Number	40070-23-40-000-00-03
Functional Title	Deputy Director of Finance and Administration
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C20. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-900-00-01
Functional Title	Bureau Chief, Investigations and Compliance
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C22. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-45-100-00-01
Functional Title	Bureau Chief, Small Business Enterprises
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C23. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-45-200-00-01
Functional Title	Bureau Chief, Civil Rights
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

D. Illinois Department of Financial and Professional Regulation – proposed exemption

Position Number	40070-13-40-400-00-01
Functional Title	Cannabis Control Deputy Director
Incumbent	Vacant
Supervisor	Director of Professional Regulation who reports to the Secretary
Location	Cook County

E. Illinois Coroner Training Board – proposed exemption

Position Number	40070-50-57-000-00-01
Functional Title	Executive Director
Incumbent	Lynn Reed (has been offered the position)
Supervisor	Chairman, Illinois Coroner Training Board
Location	Sangamon County

The following positions were continued to the November 2019 meeting on October 17, 2019:

C1. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-10-000-00-01
Functional Title	Director of Planning and Programming
Incumbent	Vacant
Supervisor	Deputy Secretary of Project Implementation who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C2. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-10-000-10-01
Functional Title	Deputy Director of Planning and Programming
Incumbent	Vacant
Supervisor	Director of Planning and Programming who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C3. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-10-400-00-01
Functional Title	Bureau Chief, Programming
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C4. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-10-700-00-01
Functional Title	Bureau Chief, Innovation Project Delivery
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C5. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-10-800-00-01
Functional Title	Bureau Chief, Data Collection
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C6. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-100-00-01
Functional Title	Bureau Chief, Claims
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

C7. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-201-00-01
Functional Title	Senior Assistant Chief Counsel-Development
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C8. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-202-00-01
Functional Title	Senior Assistant Chief Counsel-Implementation
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

C9. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-203-00-01
Functional Title	Senior Assistant Chief Counsel for Ethics
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C10. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-204-00-01
Functional Title	Senior Assistant Chief Counsel-Labor Relations/Personnel
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Sangamon County

C11. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-30-300-10-01
Functional Title	Senior Assistant Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel, who reports to the Secretary
Location	Cook County

C15. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-002-00-01
Functional Title	Labor Relations Manager
Incumbent	Vacant
Supervisor	Deputy Director of Human Resources who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C16. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-100-00-01
Functional Title	Bureau Chief, Budget and Fiscal Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C17. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-200-00-01
Functional Title	Bureau Chief, Information Processing, Chief Information Officer
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C18. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief, Personnel Management
Incumbent	Vacant
Supervisor	Deputy Director of Human Resources who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C19. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-40-800-00-01
Functional Title	Bureau Chief, Business Services
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C21. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	37015-23-40-901-00-01
Functional Title	Section Chief, Investigations
Incumbent	Vacant
Supervisor	Bureau Chief, Investigations and Compliance who reports to the Director of Finance and Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C24. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-51-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

C25. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-52-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Lee County

C26. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-53-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region II Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	LaSalle County

C27. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-54-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Peoria County

C28. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-55-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region III Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Edgar County

C29. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-56-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

C30. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-57-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region IV Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Effingham County

C31. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-58-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Madison County

C32. Illinois Department of Transportation – proposed exemption (continued from August and September 2019 meetings)

Position Number	40070-23-59-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region V Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who reports to the Chief of Staff, who reports to the Secretary
Location	Jackson County

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;

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- 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 creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

B. Assignment Coordinator (revise)

C. Insurance Company Financial Examiner Trainee (revise)
Insurance Company Field Staff Examiner (revise)
Insurance Financial Specialist (create)

Regarding Item B, Assistant Executive Director Andrew Barris reported that the Assignment Coordinator class had not been revised since 2012, the proposed revisions were minor, they were agreed to through collective bargaining, and they would not require an increase in compensation.

Regarding Item C, Assistant Executive Director Barris reported that the Insurance Company Financial Examiner Trainee and Insurance Company Field Staff Examiner classes had not been revised in 18 years and Chris Nickols from CMS Technical Services confirmed they were last revised in 2001. Barris reported that the revisions were agreed to through collective bargaining and would not result in an increase in compensation. Barris noted that the creation of the Insurance Financial Specialist class would create promotional opportunities while identifying the need to address more complex work.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND THE MOTION ADOPTED 4-0 TO APPROVE THE CREATION AND REVISION OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE NOVEMBER 1, 2019:

B. Assignment Coordinator (revise)

C. Insurance Company Financial Examiner Trainee (revise)
Insurance Company Field Staff Examiner (revise)
Insurance Financial Specialist (create)

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED 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

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 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.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	
URLACHER	YES		

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IX. RECONVENE THE OPEN MEETING

Upon due and proper notice, the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 E. Adams Street, Suite 801, Springfield, IL and 160 N. La Salle Street, Suite S-901, Chicago, IL by interactive video conference at 11:31 a.m.

PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, David Luechtefeld, and Casey Urlacher, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Daniel Stralka. Commissioner Vivian Robinson's absence was excused for medical reasons.

X. INTERLOCUTORY APPEAL

DA-7-20

Employee	Roger Franklin	Appeal Date	8/15/19
Agency	Sentencing Policy Advisory Council	Decision Date	9/18/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction (employee was exempt from the Personnel Code).
ALJ	Daniel Stralka		

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	
URLACHER	YES		

XI. STAFF REPORT

Staff reported the following:

- Andrew Barris reported that he gave a presentation regarding the role of the Civil Service Commission at the Illinois Association of Hispanic State Employees Training Conference.
- Commissioners and employees of the Commission are required to complete sexual harassment training before December 4, 2019.

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- Commissioners were reminded to submit their Vehicle Use Reports to the Comptroller's Office.
- Thomas Klein and Sabrina Johnson met with executive staff of the Illinois Department of Human Services to discuss their efforts to fill their vacant exempt position.
- Sabrina Johnson indicated that she received a total of 169 clarified position descriptions from July through September 2019 from CMS. There were five abolishments, four Legislative Transfers, and one rescission.
- Thomas Klein and Daniel Stralka met with Jeff Lerner from Governor Pritzker's office to explain the function of the Civil Service Commission.

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, November 21, 2019 in the Springfield and Chicago offices of the Commission by interactive video conference.

XIII. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO ADJOURN THE MEETING AT 11:39 A.M.