

October 19, 2017

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
OCTOBER 19, 2017

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 SEPTEMBER 21, 2017

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD SEPTEMBER 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	58	13
Aging	130	19
Agriculture	482	18
Arts Council	10	2
Capitol Development Board	39	0
Central Management Services	857	73
Children and Family Services	2,508	53
Civil Service Commission	4	0
Commerce & Economic Opportunity	272	68
Commerce Commission	58	0
Corrections	12,095	109
Criminal Justice Authority	50	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	7	1
Emergency Management Agency	67	8
Employment Security	1,081	30
Environmental Protection Agency	623	18
Financial & Professional Regulation	401	49
Gaming Board	154	5
Guardianship and Advocacy	97	8
Healthcare and Family Services	1,661	26
Human Rights Commission	14	2
Human Rights Department	119	10
Human Services	12,658	82
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	952	50
Insurance	227	17
Investment Board	3	2
Juvenile Justice	911	28
Labor	78	12
Labor Relations Board Educational	9	3
Labor Relations Board State	13	2
Law Enforcement Training & Standards Bd.	23	3
Lottery	143	8
Military Affairs	126	3
Natural Resources	1,242	33
Pollution Control Board	16	2
Prisoner Review Board	19	1
Property Tax Appeal Board	29	1
Public Health	1,061	40
Racing Board	2	1
Revenue	1,493	47
State Fire Marshal	122	12
State Police	959	10
State Police Merit Board	7	2
State Retirement Systems	96	3
Transportation	2,086	0
Veterans' Affairs	1,230	10
Workers' Compensation Commission	122	12
TOTALS	44,422	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. None submitted

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 title was submitted for creation by the Director of the Illinois Department of Central Management Services:

B. Corrections Assessment Specialist

Classification Analysis: “Recently, several court case decisions in Illinois have resulted in examination and subsequent significant modification of existing Illinois Department of Corrections (IDOC) rehabilitation and reentry philosophies and practices by directing and fostering support for innovative, constructive, and effective courses of action to lower offender recidivism rates. The proposed new class, entitled Corrections Assessment Specialist (CAS), was developed at the request of the IDOC as a means to provide optimal offender rehabilitation opportunities, thereby amplifying the likelihood of positive societal reintegration, and lessening the probability of recidivism.

Incumbents in these positions utilize evidence-based Risk and Needs Assessment programs modeled after systems currently realizing positive results in other states. Initial and subsequent periodic assessment interviews enable position incumbents to identify, recommend, monitor, and modify each offender's program participation and individualized treatment plan while in state custody, which includes Mandatory Supervised Release (MSR) or Parole compulsions, in preparation and anticipation of a seamless transition and successful reentry into society. The case management duties of the position, in its entirety, facilitate the interaction between incumbents and offenders necessary to achieve positive outcomes.

CAS duties have been assigned to, and are currently performed by, incumbents in correctional facilities classified as Social Worker II (SW II); however, the SW II classification, requiring a master's degree in social work (MSW), has proven to be too restrictive in educational requirements to enable IDOC to hire and staff enough positions to meet mandated needs. The type of work itself is not exclusive to clinical social work training or requiring of clinical social work experience, but can be performed by properly trained professionals with varying social service or behavioral science backgrounds; therefore, the proposed CAS class specification expands acceptable master's degrees to include psychology and related degrees, immediately and permanently increasing the number of qualified potential candidates available to IDOC. Further, the proposed CAS language describing the minimum experience requirement of one year states a preference for corrections-related experience, targeting those professionals with experience in corrections or an interest in that field, though not prohibiting others from exploring that career option.

Finally, this class requires possession of a unique set of skills to attain IDOC's intended goal of reduced recidivism. Incumbents must possess and demonstrate the ability to effectively initiate and carry out assessment and case management duties throughout each phase of an assigned offender's incarceration, from the initial assessment interview through societal reintegration. Additionally, Corrections Assessment Specialists are charged with achieving success while subject to potentially fluctuating situations and circumstances. Therefore, it is recommended that currently classified Social Worker II incumbents functioning in the role of Corrections Assessment Specialists be reclassified as such, upon approval of the new class.”

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON NOVEMBER 1, 2017?

B. Corrections Assessment Specialist

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 of time, 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	8/31/17	9/30/17	9/30/16
Aging	0	1	0
Agriculture	15	13	2
Central Management Services	5	5	1
Commerce and Economic Opportunity	1	1	0
Employment Security	0	1	0
Financial and Professional Regulation	1	1	0
Gaming Board	0	2	0
Healthcare and Family Services	7	5	1
Historic Preservation Agency	10	9	0
Human Services	14	9	6
Innovation & Technology	3	4	0
Insurance	0	1	1
Labor Relations Board-Educational	1	2	0
Natural Resources	49	39	15
Property Tax Appeal Board	2	1	0
Public Health	2	2	0
Revenue	1	0	0
State Fire Marshal	0	0	1
State Police	4	4	1
State Retirement Systems	4	1	1
Transportation	1	1	2
Veterans' Affairs	1	1	0
Workers' Compensation Commission	1	1	1
Totals	122	104	32

October 19, 2017

XI. INTERLOCUTORY APPEAL

S-43-17

Employee	Roger E. McComb	Appeal Date	5/19/17
Agency	Employment Security	Decision Date	9/28/17
Type	Suspension	ALJ	Daniel Stralka
Issue(s)	Motion to Dismiss filed for late filing and no jurisdiction	Proposal for Decision	Motion to Dismiss granted subject to approval of Commission.

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

XII. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-25-17

Employee	Christopher D. Perdue	Appeal Date	11/22/16
Agency	Corrections	Decision Date	10/06/17
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

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

XIII. FISCAL YEAR 2017 ANNUAL REPORT

WILL THE COMMISSION APPROVE THE FISCAL YEAR 2017 ANNUAL REPORT?

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, November 16, 2017 by interactive video conference in the Springfield and Chicago offices of the Commission.

XVI. MOTION TO ADJOURN