

October 28, 2021

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
OCTOBER 28, 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 SEPTEMBER 17, 2021

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD SEPTEMBER 17, 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 Gaming Board

Position Number	40070-50-69-900-00-01
Functional Title	Deputy Administrator Gaming Controls & Technology
Incumbent	Vacant
Supervisor	Assistant Administrator, who reports to the Administrator
Location	Sangamon County

C. Illinois State Lottery

Position Number	40070-45-30-000-00-01
Functional Title	Chief Transformation Officer
Incumbent	Vacant
Supervisor	Director
Location	Cook County

D. Illinois Department of Public Health

Position Number	40070-20-86-000-00-01
Functional Title	HIV/Hepatitis/STI/TB, Division Chief (HHST)
Incumbent	Vacant
Supervisor	Deputy Director, Office of Disease Control, who reports to the Director
Location	Sangamon County

E. Illinois State Police

Position Number	40070-21-00-000-10-02
Functional Title	Major Case Legal Counsel
Incumbent	Vacant
Supervisor	Chief Public Safety Policy Advisor, who reports to the Director
Location	Sangamon County

F1. Illinois Department of Transportation

Position Number	40070-23-40-2000-00-01
Functional Title	Bureau Chief of Information Processing (Chief Information Officer)
Incumbent	Daniel Wilcox
Supervisor	Director of Finance & Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

F2. Illinois Department of Transportation

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief of Personnel Management
Incumbent	Becky Koehler
Supervisor	Director of Finance & Administration, who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

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

- B: Deputy Administrator Gaming Controls & Technology (IGB)**
- C: Chief Transformation Officer (ISL)**
- D: HIV/Hepatitis/STI/TB (HHST), Division Chief (IDPH)**
- E: Major Case Legal Counsel (ISP)**
- F1: Bureau Chief of Information Processing (Chief Information Officer) (IDOT)**
- F2: Bureau Chief of Personnel Management (IDOT)**

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
G	IGB	40070-50-69-100-00-01	Manager, Investigations Division	Vacant
H	DoIT	40070-28-90-000-00-01	Group Chief Information Officer, Transportation	Vacant
I	ISP	37015-21-00-000-00-05	Major Case Legal Counsel	Vacant
J	DOT	40070-23-40-000-00-02	Deputy Director of Human Resources	Vacant

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

- G: Manager, Investigations Division (IGB)**
- H: Group Chief Information Officer, Transportation (DoIT)**
- I: Major Case Legal Counsel (ISP)**
- J: Deputy Director of Human Resources (DOT)**

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. Transportation Liability Claims Adjuster 1 (revise)

Transportation Liability Claims Adjuster 2 (create)

Transportation Communications Equipment Technician 1 (create)

Transportation Internal Security Investigator 2 (create)

Transportation Operations Communications Supervisor (create)

Transportation Office Specialist (create)

Transportation Property and Supply Clerk 2 (create)

Transportation Storekeeper 1 (create)

Transportation Storekeeper 2 (create)

Transportation Technical Advisor 2 (create)

Transportation Technical Advisor 3 (create)

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 classes reflected in this CMS-112 perform work in a variety of areas and include the following titles:

Transportation Liability Claims Adjuster II, Transportation Communications Equipment Technician I, Transportation Internal Security Investigator II, Transportation Operations Communications Supervisor, Transportation Office Specialist, Transportation Property and Supply Clerk II, Transportation Storekeeper I, Transportation Storekeeper II, Transportation Technical Advisor II and Transportation Technical Advisor III. A revision of the previously approved Transportation Liability Claims Adjuster I class reflecting the responsibility of assessment of property damage is also included herein in specification amendment format.

WILL THE COMMISSION APPROVE THE REVISION AND CREATIONS OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON NOVEMBER 1, 2021?

- B. Transportation Liability Claims Adjuster 1 (revise)**
- Transportation Liability Claims Adjuster 2 (create)**
- Transportation Communications Equipment Technician 1 (create)**
- Transportation Internal Security Investigator 2 (create)**
- Transportation Operations Communications Supervisor (create)**
- Transportation Office Specialist (create)**
- Transportation Property and Supply Clerk 2 (create)**
- Transportation Storekeeper 1 (create)**
- Transportation Storekeeper 2 (create)**
- Transportation Technical Advisor 2 (create)**
- Transportation Technical Advisor 3 (create)**

C. Child Welfare Administrative Case Reviewer (revise)

CMS Classification Analysis: The Illinois Department of Children and Family Services (DCFS) requested a study of the Child Welfare Administrative Case Reviewer (CWACR) class. During the last master contract negotiations between the State of Illinois and the American Federation of State, County And Municipal Employees Council 31, AFL-CIO (AFSCME) it was agreed to that the State would conduct a class study on the CWACR based upon the recruitment challenges faced by the agency under the standards in place in the current class specification. DCFS seeks changes to the current education and experience requirements to achieve improved recruitment of candidates possessing the knowledge, skills and abilities necessary to assess and negotiate service plans developed for youth in the care of a DCFS program. Over the course of the study, the class specification was reviewed in its entirety with a goal to enhance its overall readability and clarity. In the proposed class specification draft that is attached, all revisions are notated in specification amendment format.

We propose that the CWACR class specification desirable requirements experience component change to require four (4) years of professional child welfare experience instead of three (3) years of professional supervisory experience. The change from “supervisory” experience to “professional” experience would broaden the candidate pool. This change does not constitute an increase in requirements: according to the Illinois State Classification Plan, 3 years of supervisory experience is equivalent to 4 years of professional experience. Worthy of note is drawing the distinction between case supervision and staff supervision. “Case supervision” is administrative case review and consultation and for the purposes of job classification in this area, *is* professional child welfare experience. “Staff supervision” is directing and guiding the work of assigned subordinate staff, reviewing and approving time off, among other duties. The professional supervisory experience in the current class specification would require both types of experience for a candidate to qualify. DCFS has confirmed that at present there are no positions allocated to the CWACR class that are responsible for supervision of other staff at the agency. Thus, the attached draft of the CWACR class specification deletes staff supervision as a feature. This reduces the responsibilities of the class to strictly professional responsibilities, i.e., administrative case review.

Each of the Child Welfare Specialist class levels that form a career path leading to the CWACR class provide professional child welfare experience. There are no job classes in the State of Illinois Classification Plan that are within an occupational career path leading to the CWACR that provide three years of supervisory experience as required in the current class specification. Currently, positions at DCFS that afford an incumbent supervisory experience are at higher class levels in the agency organization than CWACR positions, which would result in a step down for an individual who would choose to move into a Child Welfare Administrative Case Reviewer position.

We also propose that the CWACR class specification desirable requirements education component be changed to require that candidates possess a master’s degree in social work or a closely related field instead of an equivalency. As currently stated, the equivalency allows for a combination of experience and/or education to satisfy the education

requirement of the class. Professional child welfare and child protection service positions prefer possession of a master's degree in social work or a closely related field, and it is reasonable to require positions that review this work meet the educational standard of a master's in social work or related human services field.

Below are the current education and experience requirements, and the proposed education and experience requirements for comparison:

CURRENT REQUIREMENTS

Requires knowledge, skill and mental development equivalent to a master's degree from an accredited school of social work. Requires three years professional supervisory experience in the field of child welfare.

PROPOSED REQUIREMENTS

Requires possession of a master's degree in social work or in a related human services field.

Requires four years of professional experience in the field of child welfare.

These significant changes will enable the agency to recruit individuals with the appropriate formal training and suitable creditable experience necessary to seamlessly assume the role of Child Welfare Administrative Case Reviewer within the State of Illinois Department of Children and Family Services.

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

C. Child Welfare Administrative Case Reviewer (revise)

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.

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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 SEPTEMBER 17, 2021

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD SEPTEMBER 17, 2021?

XI. INTERLOCUTORY APPEAL

DA-6-21

Employee	Melinda Denny	Appeal Date	10/20/2020
Agency	Dept. of Human Services	Decision Date	09/23/2021
Appeal Type	Discharge	Proposal for Decision	Dismissed due to settlement.
ALJ	Andrew Barris		

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

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

S-4-22

Employee	Rico De Guia	Appeal Date	08/24/2021
Agency	Dept. of Human Services	Decision Date	09/16/2021
Appeal Type	Suspension	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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XIII. ANNOUNCEMENT OF MEETING SCHEDULE FOR CALENDAR YEAR 2022

Thursday, January 20	Thursday, July 21
Thursday, February 17	Thursday, August 18
Thursday, March 17	Thursday, September 15
Thursday, April 21	Thursday, October 20
Thursday, May 19	Thursday, November 17
Thursday, June 16	Thursday, December 15

Unless otherwise scheduled, the meetings will be held by interactive video conference beginning at 11:00 a.m. at the Commission's Springfield office.

XIV. FY 2021 ANNUAL REPORT

WILL THE COMMISSION APPROVE THE FISCAL YEAR 2021 ANNUAL REPORT?

XV. STAFF REPORT

XVI. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

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

XVII. MOTION TO ADJOURN