

December 17, 2020

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
DECEMBER 17, 2020

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 NOVEMBER 19, 2020

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD NOVEMBER 19, 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 Law Enforcement Training and Standards Board

Position Number	37015-50-88-000-00-01
Functional Title	Human Resources & Labor Relations Manager
Incumbent	Vacant
Supervisor	Executive Director
Location	Sangamon County

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

B: Human Resources & Labor Relations Manager (PTB)

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. 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. DCFS seeks changes to the current education and experience requirements to ensure 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 attached, all revisions are notated in specification amendment format. We concur with DCFS and propose that the class specification desirable requirements education component of the CWACR class specification be changed to require possession of a master’s degree in social work by candidates instead of an equivalency. Currently, a combination of experience and/or education may satisfy the education requirement of the class. We recommend changing the experience component of the class specification desirable requirements to state a minimum of four years of professional child welfare experience, replacing the statement “three years of professional supervisory experience”, which currently appears.

Professional child welfare and child protection service positions require possession of a social work or related degree, and it is reasonable that positions that review this work should also require a social work degree from an accredited program. The requirement change from “supervisory” experience to “professional” experience broadens the candidate pool; however this change reflects only an equivalent expression and does not constitute an increase in requirements: 3 years of supervisory experience = 4 years of professional experience according to the Illinois State Classification Plan.

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 conferred master’s degree from an accredited school of social work. 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 JANUARY 1, 2021?

B. Child Welfare Administrative Case Reviewer (revise)

C. Clerical Trainee (revise)

CMS Classification Analysis: “Pursuant to Illinois Public Act 101-0533 (SB726), The Department of Central Management Services (CMS) is implementing the Disabled Worker Trainee Program (DWTP). Public Act 101-0533 legislates that the trainee program be administered by CMS and "each State agency with 1,500 employees or more shall ... offer at least one position per year to be filled by a person with a disability as defined by the federal Americans with Disabilities Act, through an established trainee program." The Clerical Trainee class is being utilized to fulfill the legislative mandate of the DWTP. The Clerical Trainee class specification has been modified to outline and clarify the intent, trainee program length, and the target titles (Office Aide, Office Clerk, Office Assistant or Office Associate) for promotion upon successful trainee completion. As the Clerical Trainee specification has not been updated since 1982, minor revisions were made to update the overall content of the class specification. Educational Requirements were revised to reflect equivalency to completion of high school language.

The DWTP will benefit eligible persons with disabilities in that the applicant will not be required to establish eligibility by means of testing for those positions posted under the DWTP specifically, as is the current process for the Clerical Trainee title. This trainee program will require an applicant to submit a CMS 100 and disability verification documents to the CMS Disabled Workers Coordinator. Upon receipt, the Coordinator will receive and review the required documentation to approve program enrollment eligibility in accordance with and defined by Federal ADA Guidelines. CMS Division of Examining will qualify the applicant in meeting minimum educational requirements and issue a pass/fail grade. The selected candidate will be provided reasonable accommodations to train for a period of six months to two years, a minimum of 20 hours per week, allowing the employee to learn job skills and office processes and procedures. Upon successful completion, the trainee will be issued a certificate and be placed in a predetermined permanent title of Office Aide, Office Clerk or Office Assistant for the State of Illinois, without further testing or grading.

An "SE" option (Supported Employment) for the Clerical Trainee class currently exists. This option was designed for a similar program in the past and has not been utilized. The new DWTP could be indicated by either utilizing the 'SE' option or establishing a new 'DWTP' option.”

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

C. Clerical Trainee (revise)

**D. Cement Finisher (abolish)
Plasterer (abolish)**

CMS Classification Analysis: “The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services has instituted procedures to examine each class specification currently active in the State of Illinois Classification

Plan. In the interest of fulfilling the mandate to administer the Position Classification Plan found in Title 80, Subchapter B, Chapter I, Part 320 of the Illinois Administrative Code, the DCMS Class Studies Unit has launched a comprehensive update strategy for classes and focuses on the following objectives:

- A) To reduce the number of class specifications that have lay dormant or disused (i.e., classes with no incumbents for at least two years, classes without established positions) by abolishing the classes that are identified as such; and,
- B) To systematically bring up to date all content of each class specification under the Personnel Code that is in use by state agencies.

The Cement Finisher and Plasterer classes meet the criteria for removal from the State of Illinois Classification Plan. These classes have no incumbents in the positions allocated to them, and state agencies that have used these classes in the past were asked to determine whether there were any plans to use them in the future. In each instance, the agency indicated no future plans to use the title. Since these classes have not had incumbents in at least two years, and the content of each of the class specifications is over 25 years old, we are recommending that the titles Cement Finisher and Plasterer be abolished.”

WILL THE COMMISSION APPROVE THE ABOLISHMENT OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON JANUARY 1, 2021?

- D. Cement Finisher (abolish)**
Plasterer (abolish)

E. Highway Maintainer (revise)

CMS Classification Analysis: “The Department of Transportation (DOT) has requested revisions to the Highway Maintainer class specification. This class of positions is used exclusively by DOT. Some Highway Maintainer positions perform duties and responsibilities related to the maintenance of roadsides and the right-of-way on Illinois roadways in safe condition, clear of obstructions including vegetation growth, which necessitates the application of herbicides and insecticides. Positions that are designated to perform these tasks must then require a Department of Agriculture Pesticide Operator/Applicator Spraying License. DOT would also like to convey that 24-hour-a-day, 7-days-per-week availability may be required of some positions allocated to this class to meet the operational needs of the agency, e.g., responding to emergencies.

The addition of statements beginning with "may require ... " to a class specification allow for a specific requirement to appear on the official position descriptions of those positions where it must appear in order to comply with law, without mandating that specific requirement for all positions that are allocated to the same classes. The class specification of the Highway Maintainer has been revised to convey to potential applicants that some, but not all, positions allocated to the Highway Maintainer class may require the aforementioned applicator license, and that some positions may require 24-hour, 7-day

(on-call) availability as well. Other minor revisions were incorporated into the Highway Maintainer class specification to update language for clarification and ease of reading.”

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

E. Highway Maintainer (revise)

**F. Electrician Foreman (create new)
Plumber Foreman (create new)**

CMS Classification Analysis: “The Department of Central Management Services (CMS) has requested that an Electrician Foreman and Plumber Foreman class specifications be established to clarify the State of Illinois' assignment of foreman work in trades positions. Currently there are pay rates identified for both an electrician foreman and plumber foreman among the prevailing rates negotiated for trades titles, but there has been no method to recognize the difference in responsibilities between an Electrician position and an Electrician Foreman position or between a Plumber position and a Plumber Foreman position within the State of Illinois' classification plan. A foreman classification is necessary for certain utilizing agencies to provide guidance, oversight and accountability for plumbing- and electrical-related projects. These classes will oversee scheduling, directing and inspecting the work activities of other plumbers and electricians, skilled and non-skilled laborers, and other helpers involved in trades projects.

We recommend the establishment of Electrician Foreman and Plumber Foreman classes to properly stipulate what the foreman duties are in a class specification so that official position descriptions may be developed for foreman positions. The establishment of these classes will assist state classification staff and agency management to better track the assignment of foreman duties and foreman pay. This proposal is designed to improve the user agencies' effectiveness and management of a segment of their workforce and to enhance CMS' administration of the State of Illinois' classification plan.”

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON JANUARY 1, 2021?

**F. Electrician Foreman (create new)
Plumber Foreman (create new)**

**G. Boiler Safety Supervisor (create new)
Boiler Safety Chief Inspector (create new)**

CMS Classification Analysis: “The Office of State Fire Marshal (OSFM) requested the creation of new class specifications to succeed the Public Service Administration (PSA) Option 88, and the Senior Public Service Administrator (SPSA) Option 8 classification assignments of the two top administrative positions in the Boiler and Pressure Vessel Safety Program. The classification subcategory "Option 8" designates a special license requirement, and "Option 88" specifically denotes a Boiler Inspector License. The OSFM

has reported difficulty recruiting qualified candidates under the current regime of the desirable requirements found at both levels:

PSA: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration ... Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization ...

SPSA: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration ... Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization ...

The career path for the boiler/operating engineer trade where one acquires the knowledge, skills and abilities for these boiler safety (inspection and compliance) types of positions relies more heavily on years of on-the-job experience and training and less upon years of college (classroom/didactic) study. Boiler operator functions for State of Illinois facilities are found in the Stationary Engineer, Stationary Engineer-Assistant Chief, Stationary Engineer-Chief, and Stationary Fireman class specifications. Persons in these jobs make up the potential applicant pool for the OSFM Boiler Safety Program positions and none of these classes requires any college credit. We have consulted with the agency to develop new class specifications and sets of education and experience requirements that clarify what is really needed to perform the duties and responsibilities of the positions as well as reflect the distinctive background of the potential applicant pool for these types of positions. Therefore, we recommend that the Boiler Safety Supervisor class specification be established with the following education and experience requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires four years of experience as a National Board Commissioned Inspector. Requires a valid commission with the National Board of Boiler and Pressure Vessel Inspectors. The possessor of this Commission may also be identified as a National Board Inservice Commissioned Inspector.

We also recommend that the Boiler Safety Chief Inspector class specification be established with the following education and experience requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires eight years of experience as a National Board Commissioned Inspector. Requires two years of work experience as a supervisor. Requires a valid commission with the National Board of Boiler and Pressure Vessel Inspectors. The possessor of this Commission may also be identified as a National Board Inservice Commissioned Inspector.”

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON JANUARY 1, 2021?

- G. Boiler Safety Supervisor (create new)**
- Boiler Safety Chief Inspector (create new)**

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

VI. 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?

VII. 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?

December 17, 2020

VIII. RECONVENE THE REGULAR OPEN MEETING

IX. INTERLOCUTORY APPEAL

DA-40-20

Employee	Linda Ortega	Appeal Date	05/12/2020
Agency	Human Services	Decision Date	11/24/20
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; default for failure to provide requested documents and failure to appear.
ALJ	Thomas Klein		

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

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-28-20^A

Employee	Derek L. Hundley	Appeal Date	02/18/2020
Agency	Dept. of Corrections	Decision Date	12/4/2020
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus the duration of suspension pending discharge.
ALJ	Andrew Barris		

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

DA-29-20

Employee	Robert C. Kamp	Appeal Date	02/18/2020
Agency	Dept. of Corrections	Decision Date	12/4/2020
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus the duration of suspension pending discharge.
ALJ	Andrew Barris		

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

^A Two appeals were consolidated with and under DA-28-20, Department of Corrections v. Hundley: (1) DA-29-20 Department of Corrections v. Robert C. Kamp, and (2) DA-30-20, Department of Corrections v. Travis C. Ochs.

DA-30-20

Employee	Travis. C. Ochs	Appeal Date	02/18/2020
Agency	Dept. of Corrections	Decision Date	12/4/2020
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus the duration of suspension pending discharge.
ALJ	Andrew Barris		

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

DA-32-20

Employee	Jennifer L. Blaesing	Appeal Date	03/03/2020
Agency	Dept. of Human Services	Decision Date	12/04/2020
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus the duration of suspension pending discharge.
ALJ	Thomas Klein		

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

DA-8-21

Employee	Michael E. Draege	Appeal Date	11/20/2020
Agency	Corrections	Decision Date	12/04/2020
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
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, January 21, 2020 in the Springfield office of the Commission.

XIII. MOTION TO ADJOURN