

February 17, 2017

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
FEBRUARY 17, 2017

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 160 NORTH LASALLE STREET, SUITE S-901, BILANDIC BUILDING, CHICAGO, ILLINOIS AND 607 EAST ADAMS STREET, SUITE 801, ILLINOIS BUILDING, SPRINGFIELD, ILLINOIS BY INTERACTIVE VIDEO CONFERENCE

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JANUARY 20, 2017

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JANUARY 20, 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>
Aging.....	140.....	19
Agriculture	311.....	20
Arts Council	8.....	2
Capitol Development Board	42.....	0
Central Management Services	1,314.....	97
Children and Family Services.....	2,538.....	54
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	288.....	71
Commerce Commission	58.....	0
Corrections	11,619.....	109
Criminal Justice Authority.....	52.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council	8.....	1
Emergency Management Agency.....	69.....	8
Employment Security	1,063.....	31
Environmental Protection Agency.....	659.....	18
Financial & Professional Regulation	401.....	49
Gaming Board	167.....	6
Guardianship and Advocacy	93.....	8
Healthcare and Family Services	1,877.....	27
Historic Preservation Agency.....	129.....	17
Human Rights Commission.....	14.....	2
Human Rights Department	119.....	10
Human Services.....	12,738.....	81
Illinois Torture Inquiry Relief Commission	3.....	1
Independent Tax Tribunal	1.....	0
Innovation and Technology	30.....	14
Insurance	228.....	17
Investment Board	3.....	2
Juvenile Justice.....	1,018.....	28
Labor	78.....	12
Labor Relations Board Educational.....	8.....	3
Labor Relations Board State.....	14.....	2
Law Enforcement Training & Standards Bd.	21.....	2
Lottery	141.....	8
Military Affairs.....	126.....	3
Natural Resources.....	1,034.....	32
Pollution Control Board	17.....	2
Prisoner Review Board.....	20.....	1
Property Tax Appeal Board.....	32.....	1
Public Health	1,065.....	42
Racing Board.....	2.....	1
Revenue.....	1,432.....	48
State Fire Marshal	114.....	12
State Police.....	974.....	10
State Police Merit Board	7.....	2
State Retirement Systems	102.....	3
Transportation	2,113.....	0
Veterans' Affairs	1,274.....	11
Workers' Compensation Commission.....	122.....	11
TOTALS.....	43,695.....	906

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. Illinois Workers' Compensation Commission – proposed exemption

Position Number	40070-50-37-011-00-02
Functional Title	Insurance Compliance Outreach Manager
Incumbent	Vacant
Supervisor	Insurance Compliance Manager who reports to the Chairman
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-80-300-00-01
Functional Title	Assistant Deputy Director, Illinois Office of Communication and Information
Incumbent	Vacant
Supervisor	Deputy Director, Illinois Office of Communication and Information who reports to the Chief Administrative Officer who reports to the Director
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

E1. Illinois Department of Innovation & Technology – proposed exemption

Position Number	40070-28-11-100-00-01
Functional Title	Budget Director
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

E2. Illinois Department of Innovation & Technology – proposed exemption

Position Number	40070-28-11-300-00-01
Functional Title	Communications Manager/Public Information Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

F. Illinois Department of Human Services – proposed exemption

Position Number	40070-10-18-200-00-01
Functional Title	Deputy Director, Office of Community Relations
Incumbent	Vacant
Supervisor	Director, Office of Community Relations who reports to the Secretary
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

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

- C: Insurance Compliance Outreach Manager (WCC)**
- D: Assistant Deputy Director, Office of Communication & Information (CMS)**
- E1: Budget Director (DoIT)**
- E2: Communications Manager/Public Information Officer (DoIT)**
- F: Deputy Director, office of Community Relations (DHS)**

G. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

At the November 2016 meeting the seven proposed rescissions below were continued to the February 2017 meeting. Section 1.142(b) provides that withdrawal of exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status positions which will ensure responsive and accountable administrative control of the programs of the agency.

Item	Position Number	Agency	Functional Title
G1	40070-37-60-010-0701	CMS	Region 7 Property Manager
G2	40070-37-62-300-00-01	CMS	Property Manager, Transactions – Central and South
G3	40070-37-62-000-00-01	CMS	Property Management, Transactions & Property Administration
G4	40070-37-62-200-00-01	CMS	Property Management, Transactions, Chicago & North Regions
G5	40070-37-62-400-00-01	CMS	Property Management, Transactions & Property Admin, Real Property
G6	40070-37-00-020-00-01	CMS	Policy Advisor (Agency Services BCCS/BOPM)
G7	40070-37-41-100-00-01	CMS	BOSS, Chief Information Officer

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

- G1. Region 7 Property Manager (CMS)**
- G2. Property Manager-Transactions-Central and South Regions (CMS)**
- G3. Property Management, Transactions & Property Administration (CMS)**
- G4. Property Management, Transactions-Chicago and North Regions (CMS)**
- G5. Property Management, Transactions and Property Administration Real Property (CMS)**
- G6. Policy Advisor-Agency Services BCCS/BOPM (CMS)**
- G7. BOSS, Chief Information Officer (CMS)**

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

- B. Agricultural Marketing Generalist (abolish)**
- Agricultural Products Promoter (abolish)**
- Corrections Investigations Program Administrator (abolish)**
- Institutional Helper (abolish)**
- Musician (abolish)**
- Optometrist (abolish)**

CMS analysis: “The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services in addition to continuing on-going and recently requested class studies, has instituted procedures to examine each of the class specifications 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 classes indicated in the table below 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 every 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 the each of the class specifications is over 25 years old, we therefore recommend that the titles listed in the following table be abolished.

Title Code	Position Title	Last used / vacant since	Effective Date of Class Specification
00805	Agricultural Marketing Generalist	09/22/2000	02/01/1983
00815	Agricultural Products Promoter	10/01/1997	11/01/1974
09799	Corrections Investigations Program Administrator *	never used	01/01/2015
21460	Institutional Helper	11/09/2001	08/16/1974
28805	Musician	07/01/1982	05/01/1970
30300	Optometrist	10/31/1993	06/19/1959

* NOTE: The Corrections Investigations Program Administrator class was created as a successor class for the potential reclassification of a Department of Corrections Public Service Administrator (PSA) position at a time when several supervisory positions in the areas of law enforcement, corrections and protective service were being petitioned and certified into a supervisory bargaining unit. The proposal to establish this Corrections Investigations Program Administrator class was approved by the Civil Service Commission. However, this class was subsequently affected by the Management Bill, signed into law in April 2013, which authorized the removal of several positions in the PSA class from representation by the union, including all positions which would have been reclassified to Corrections Investigations Program Administrator. From then forward, this type of position was to remain a non-bargaining position and remain classified as a PSA, and the Corrections Investigations Program Administrator, as a

result, was left unused. Thus, we recommend that the class specification of Corrections Investigations Program Administrator be abolished.”

C. Gaming Special Agent Trainee (revise)

Gaming Special Agent (revise)

Gaming Senior Special Agent (revise)

CMS analysis: “The Illinois Gaming Board has expressed a need to the Illinois Department of Central Management Services to clarify the class specifications for their Gaming Special Agent series. More specific and descriptive language has been incorporated into each of the class specifications for this series: Gaming Special Agent Trainee (GSAT), Gaming Special Agent (GSA) and Gaming Senior Special Agent (GSSA). The GSA class specification’s Desirable Requirements were revised to define extensive law enforcement experience as a third qualification pathway into this class and series. The GSSA’s Desirable Requirements were revised to emphasize the necessity for three years of gaming experience, as this requirement would have to be met by a candidate to adequately perform the job functions at this level. This makes these three years of gaming investigations or enforcement experience the primary benchmark for advancement into the GSSA. The full extent of the revisions can be reviewed in detail in the attached draft class specifications. These proposed revisions place emphasis on specialized experience and in-series advancement to assist the agency and the State of Illinois in recruitment efforts.”

D. Licensed Practical Nurse II (revise)

CMS analysis: “The Department of Veterans’ Affairs requested a revision of the Licensed Practical Nurse II class specification. The Distinguishing Features of Work, Illustrative Examples of Work and the Knowledge, Skills and Abilities were revised as shown in the underlined sections of the revised class specification.

The reasons for the revisions are due to regulatory changes/requirements, changes in job duties and responsibilities, and modifications to operations due to changes in healthcare clinical procedures.”

E. Museum Theater Systems Technician (create)

CMS analysis: “The Abraham Lincoln Presidential Library and Museum (ALPLM) requested the creation of a new class specification, Museum Theater Systems Technician because none of the existing class specifications under the Personnel Code fit what they are looking for. One Electronics Technician position at the Historic Preservation Agency (HPA) performs duties which are more appropriately allocated to the proposed Museum Theater Systems Technician. The Electronics Technician class was used as an interim class for the position pending approval by the CSC of the proposed class. Electronics Technician positions in other agencies perform functions that are indicative of the Electronics Technician class and will not be reclassified. Research and interviews support the creation of the Museum Theater Systems Technician. The newly created class specification requires knowledge, skills and abilities equivalent to the completion

of four years of college with coursework in technical theater staging, live event production or museum automation systems; or requires four years of work experience in technical theater staging, live event production or museum automation systems. The position will operate and maintain complex show systems for the ALPLM. These systems will incorporate computerized show control systems that operate sophisticated electro-mechanical systems as well as solid state audio, lighting and video systems and automated rigging systems. The position will perform diagnostics on system failures and perform basic short and long term repairs to keep the systems operating within design specifications and guidelines established by ALPLM. The position will set up and operate theater/concert/professional lighting, sound, video systems, rigging and staging as it pertains to live events; and operate lighting and audio consoles.”

F. Police Training Specialist (revise)

CMS analysis: “The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services, has instituted procedures to examine each of the class specifications 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 all classes and the feature objectives are to: a) reduce the number of class specifications that have lain dormant or disused (i.e., classes with no incumbents for at least two years or classes without established positions) by abolishing the classes that are identified as such; and b) systematically bring up-to-date all content of each class specification under the Personnel Code that is in use by various state agencies.

Employing the guidelines specified above, the DCMS Division of Technical Services Class Studies Unit has reviewed the Police Training Specialist class specification and proposes that it is up-to-date and accurate. The class specification and corresponding allocated positions have been reviewed in consultation with the user agencies to clarify the contents and reflect the most current functions, requirements, and terminology.”

G. Veterans Nursing Assistant - Certified (revise)

Licensed Practical Nurse I (revise)

Registered Nurse I (revise)

Registered Nurse II (revise)

CMS analysis: “The Department of Veterans’ Affairs requested the revisions of the Veterans Nursing Assistant - Certified, Licensed Practical Nurse I, Registered Nurse I and II class specifications. The reasons for the revisions are due to regulatory changes/requirements, changes in job duties and responsibilities, and modifications to operations due to changes in healthcare clinical procedures.”

WILL THE COMMISSION APPROVE THE ABOLISHMENT, CREATION AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON MARCH 1, 2017?

- B. Agricultural Marketing Generalist (abolish)**
Agricultural Products Promoter (abolish)
Corrections Investigations Program Administrator (abolish)
Institutional Helper (abolish)
Musician (abolish)
Optometrist (abolish)

- C. Gaming Special Agent Trainee (revise)**
Gaming Special Agent (revise)
Gaming Senior Special Agent (revise)

- D. Licensed Practical Nurse II (revise)**

- E. Museum Theater Systems Technician (create)**

- F. Police Training Specialist (revise)**

- G. Veterans Nursing Assistant - Certified (revise)**
Licensed Practical Nurse I (revise)
Registered Nurse I (revise)
Registered Nurse II (revise)

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

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

February 17, 2017

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	12/31/16	1/31/17	1/31/16
Central Management Services	1	1	2
Children and Family Services	0	0	0
Emergency Management Agency	1	0	0
Employment Security	1	1	0
Financial and Professional Regulation	1	0	0
Gaming Board	1	1	0
Guardianship and Advocacy Comm.	2	1	0
Healthcare and Family Services	0	0	4
Human Services	4	6	11
Insurance	1	1	1
Juvenile Justice	0	0	1
Natural Resources	8	1	13
State Fire Marshal	1	0	0
State Retirement Systems	2	2	3
Transportation	1	0	5
Workers' Compensation Commission	1	1	3
Totals	25	15	43

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-16-17

Employee	Steve Hilgers	Appeal Date	9/14/16
Agency	Healthcare	Decision Date	2/03/17
Appeal Type	Discharge	Proposal for	90-day suspension plus duration of
ALJ	Andrew Barris	Decision	suspension pending discharge

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

DA-19-17

Employee	James L. Long	Appeal Date	10/12/16
Agency	Corrections	Decision Date	02/02/17
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?

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-29-17

Employee	Meghan M. Keene	Appeal Date	1/09/17
Agency	Corrections	Decision Date	1/20/17
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

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

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, March 17, 2017.

XV. MOTION TO ADJOURN