

March 17, 2022

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 17, 2022

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 FEBRUARY 17, 2022

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 17, 2022?

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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B1. Illinois Abraham Lincoln Presidential Library and Museum

Position Number	40070-19-10-130-00-01
Functional Title	Director of Public Programs and Community Engagement
Incumbent	Vacant
Supervisor	Chief Operating Officer, who reports to the Executive Director
Location	Sangamon County

B2. Illinois Abraham Lincoln Presidential Library and Museum

Position Number	40070-19-20-800-00-01
Functional Title	Development Director
Incumbent	Vacant
Supervisor	Chief of Staff, who reports to the Executive Director
Location	Sangamon County

C. Illinois Department of Central Management Services

Position Number	40070-37-70-200-20-01
Functional Title	Legal Investigator
Incumbent	Vacant
Supervisor	Deputy General Counsel – Personnel, who reports to the General Counsel, who reports to the Director
Location	Sangamon County

D. Illinois Department of Innovation & Technology

Position Number	40070-28-02-000-00-01
Functional Title	Chief Information Accessibility Officer
Incumbent	Vacant
Supervisor	Assistant Secretary, 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?

- B1: Director of Public Programs and Community Engagement (ALPLM)**
- B2: Director of Marketing & Guest Experience (ALPLM)**
- B3: Development Director (ALPLM)**
- C: Legal Investigator (CMS)**
- D: Chief Information Accessibility Officer (DoIT)**

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
E	ALPLM	40070-19-20-140-00-01	Division Manager	Patricia Knepler

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

E: Division Manager (ALPLM)

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. Clerical Trainee (revise)
Public Administration Intern (revise)

CMS CLASSIFICATION ANALYSIS: The Public Administration Intern and Clerical Trainee classes are being modified to incorporate language reflecting their inclusion in the Disabled Workers Training Program (DWTP) pursuant to Public Act 101-0533, wherein “each State agency with 1,500 employees or more shall, and each executive branch constitutional officer may, offer at least one position per year to be filled by a person with a disability, as defined by the Americans with Disabilities Act, through an established trainee program.”

Two existing classes under the Personnel Code, the Clerical Trainee and the Public Administration Intern, have been identified as suitable entry points into merit system State employment for program participants. The Clerical Trainee class specification requires a high school or equivalent education and is written broadly so that it may be paired with one of a number of possible target titles. The Public Administration Intern class specification requires a bachelor’s degree, and is likewise written broadly so that the trainee class may be matched to a variety of target titles. Since the two classes possess different educational benchmarks, it is the hope that this will expand the range of State employment opportunities for individuals with disabilities.

The language proposed to be added to the Clerical Trainee class and the Public Administration Intern class makes the distinction that some (but not all) positions allocated to these classes at various State agencies will be part of the Disabled Workers Training Program and conveys key concepts about the program.

Public Act 101-0533 amended the Personnel Code Section 17b, and requires “trainees to participate in the trainee program for at least 20 hours per week.” The maximum length of the training period for classes with DWTP positions will be expandable up to 72 months to accommodate a possible less than full time equivalent work schedule. This augmented training program duration is restricted to DWTP eligible positions and does not apply to “regular”-designated trainee option positions. The program does also stipulate that these trainee positions will be linked to “targeted full-time position titles” so an incumbent is expected eventually and ultimately to adapt to a full-time equivalent work schedule upon successful completion of the program. It is also stipulated that “individuals who successfully complete a trainee appointment ...are eligible for promotion to the target title without further examination.” It is recommended for administrative purposes that job class option codes be created to distinguish positions that are part of the DWTP from other positions of the same class and to allow for enhanced data management.

Because these positions will be populated by probationary employees because they are trainees, it is also recommended that these employees be granted certified employee status at a time determined by the agency and program. The probationary employee status duration should not be allowed to be maximally extended if it will derive an employee of the protections of the Personnel Code for an unreasonable amount of time.

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The Disabled Workers Training Program conforms to the Personnel Rules Section 302.170(e), which says that the Director of Central Management Services may establish trainee or apprenticeship programs to provide training or developmental work experience for the socially, culturally, economically or physically disadvantaged which would assist them in acquiring or augmenting employment skills.

The full text of Public Act 101-0533 is attached for reference.

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON APRIL 1, 2022?

**B. Clerical Trainee (revise)
Public Administration Intern (revise)**

**C. Firearms Eligibility Analyst Trainee (revise)
Firearms Eligibility Analyst 1 (revise)
Firearms Eligibility Analyst 2 (revise)**

CMS CLASSIFICATION ANALYSIS: The Illinois State Police (ISP) requested changes to the Desirable Requirements (minimum qualifications) of the Firearms Eligibility Analyst Trainee (FEAT) and Firearms Eligibility Analyst 2 (FEA 2) class specifications due to difficulty in hiring and retaining enough qualified candidates to effectively carry out the functions of the positions charged with performing Firearms Owner's Identification (FOID) Card and Concealed Carry License (CCL) eligibility-related processes. Proposed is a reduction of the education benchmark found in the FEAT desirable requirements from "equivalent to four years of college" to "equivalent to two years of college". All Firearms Eligibility Analysts are hired into the FEAT class and incumbents must successfully complete the FEAT program to be eligible for promotion to the target title of Firearms Eligibility Analyst 1 (FEA 1) and the training program is also part of the minimum requirements of the FEA 2 to be eligible for promotion to that level. There is no hiring "from outside" at the FEA 1 or FEA 2 level. Also proposed is a reduction of the experience required to qualify for promotion from Firearms Eligibility Analyst 1 to Firearms Eligibility Analyst 2.

Following are the proposed major changes to the class specifications:

The Desirable Requirements section of the current Firearms Eligibility Analyst Trainee class specification states:

Requires knowledge, skill and mental development *equivalent to completion of **four** years of college.*

The proposed revision is:

Requires knowledge, skill and mental development *equivalent to completion of ~~four~~ **two** years of college.*

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Additionally, ISP has collaborated with the Department of Central Management Services Division of Examining and Counseling to remove the qualifying testing provision that had been subsequently administered after satisfying the FEAT minimum requirements noted above.

The Desirable Requirements section of the FEA 2 current class specification states:

*Requires **four** years experience as a Firearms Eligibility Analyst I.*

The proposed revision is:

*Requires ~~four~~ **two** years of experience as a Firearms Eligibility Analyst I.*

The Department of Central Management Services Division of Technical Services concur with the modifications proposed by ISP which are intended to expand its candidate pool, lead to greater organizational efficiency, productivity, and enhanced customer service to Illinois citizens. All Firearms Eligibility Analyst class specifications have been reviewed in their entirety, and language and terminology revisions are proposed in each specification to improve readability and clarity.

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON APRIL 1, 2022?

- C. Firearms Eligibility Analyst Trainee (revise)**
- Firearms Eligibility Analyst 1 (revise)**
- Firearms Eligibility Analyst 2 (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.

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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 FEBRUARY 17, 2022

WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 17, 2022?

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, April 21, 2022, in the Springfield office of the Commission.

XIII. MOTION TO ADJOURN