

March 17, 2022

REGULAR MEETING MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
MARCH 17, 2022

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:03 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer, Chairman; G.A. Finch (by telephone), David Luechtefeld, Teresa C. Smith, and Vivian Robinson, Commissioners; Thomas Klein, Executive Director, Andrew Barris, Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Alexandra Myers, Executive Secretary; Marlene Allen (by telephone), Melissa Coultas, and Dave Kelm, Abraham Lincoln Presidential Library and Museum; Chris Nickols (by telephone), and Corey-Anne Gulkewicz (by telephone), Central Management Services; Jason Barth (by telephone) and Sheila Tapscott (by telephone), Department of Innovation and Technology; and Viktorija Legge (by telephone), Office of Executive Inspector General.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 17, 2022

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 17, 2022.**

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

In accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Thomas Klein offered an opportunity for any person to address members of the Commission.

Hearing no response, the meeting proceeded to the next agenda item.

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)

\* \* \*

**B. Requests for 4d(3) Exemption**

- Exemption Monitor Sabrina Johnson indicated that items B1 and B2 are positions at Abraham Lincoln Presidential Library and Museum (ALPLM).

Item B1 was a request for a Director of Public Programs and Community Engagement, a position that reports to the Chief Operating Officer, who reports to the Executive Director. This position develops and implements policies and procedures and acts authoritatively on any policy-making issues affecting the Public Programs & Community Engagement Division. This position establishes and maintains open communication and working relationships with the community and prepares newsletters and correspondence for distribution. Staff recommended this exemption request be granted.

Item B2 was a request for a Development Director, a position that reports to the Chief of Staff, who reports to the Executive Director. This position serves as a policy formulating administrator in the planning, directing, and implementing of policies and procedures for the Development Division, oversees all facets of donor stewardships, serves as a spokesperson for the agency, and coordinates with staff to ensure donations meet required standards. Staff recommended this exemption request be granted.

Commissioner Luechtefeld inquired if both positions are vacant and are new positions. Ms. Melissa Coultas, Chief of Staff with ALPLM, indicated they are both vacant and are new positions. Commissioner Smith inquired about the rescission request and if Item B1 is connected to the rescission. Ms. Coultas stated the requested rescission position is not connected to the Director of Public Programs and Community Engagement position.

- Item C was a request for a Legal Investigator at the Department of Central Management Services (CMS), a position that reports to the Deputy General Counsel regarding Personnel, who reports to the General Counsel, who reports to the Director. This position performs complex investigative work related to agencies, boards, and commissions under the Governor's jurisdiction related to employment related complaints, including but not limited to discrimination, harassment, disability accommodations, and retaliation. This position performs legal review and analysis of existing and proposed administrative policies and procedures to ensure compliance with State and Federal laws. Staff recommended this exemption request be granted.

Commissioner Luechtefeld inquired if this position is vacant and is a new position. Mr. Chris Nickols, Agency Classification and Class Studies Manager with CMS, indicated it is a new position. Chairman Sickmeyer inquired why was this position necessary, isn't there already procedures in place for these investigations. Ms. Corey-Ann Gulkewicz, Deputy Director of Personnel with CMS, indicated the investigations are spread out within all the attorneys within CMS on their spare time, and CMS does not have someone who devotes their full-time to these investigations. Ms. Gulkewicz indicated CMS currently has a Chief Security Officer, who handles physical employee's security and state property, but the requested position will focus on highly confidential investigations and allocations, craftsman and discrimination for state agencies that are under the Governor's jurisdiction. Ms. Gulkewicz added that CMS needs one person to be responsible for these investigations.

Chairman Sickmeyer inquired if this is something the OEIG office looks into. Ms. Gulkewicz indicated that the OEIG does do similar investigations, but sometimes the OEIG refers allegations back to the agency to conduct investigations. Executive Director Klein inquired if confidentiality is the reason why CMS is seeking exemption, and Ms. Gulkewicz indicated yes.

Commissioner Smith inquired if CMS is changing the structure for diversity, equality and exclusion, and discrimination. Ms. Gulkewicz indicated the Office of Diversity & Inclusion at CMS, currently has two employees, the employees do not do investigations, they focus on outreach and job recruitment, increase diversity and training for current employees on how to be more diverse in state work and in recruiting. Ms. Gulkewicz indicated they do not do investigations of any kind.

- Item D was a request for a Chief Information Accessibility Officer at the Department of Innovation & Technology (DoIT), a position that reports to the Assistant Secretary, who reports to the Secretary. This position serves as a policy-making official, formulating and implementing policy related to digital accessibility and learning for people with disabilities. This position will ensure all accessible compliance requirements, including standards and guidelines of the Illinois Information Technology Accessibility Act and Americans with Disabilities Act, are met. Staff recommended this exemption request be granted.

Commissioner Luechtefeld inquired if this was a new position and Ms. Sheila Tapscott, Classifications Manager with DoIT, indicated it is a new position within DoIT and it reports to the Secretary.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:**

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

**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

**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 E was a request for rescission for the Division Manager of the Division of Guest Experience at Abraham Lincoln Presidential Library and Museum (ALPLM). This exemption was approved in July 2011 and ALPLM Executive Director indicated they are seeking rescission because the policy making duties affecting the division have been absorbed by the Director of Marketing & Guest Experience position within the agency. Staff recommended approval of this rescission request.

Item	Agency	Position #	Functional Title	Incumbent
E	ALPLM	40070-19-20-140-00-01	Division Manager	Patricia Knepler

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO RESCIND THE 4d(3) EXEMPTION FOR THE FOLLOWING POSITION:**

**E: Division Manager**

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 Training (revise)  
Public Administration Intern (revise)**

Regarding Item B, Assistant Executive Director Barris reported that the Clerical Trainee class was recently revised in January 1, 2021 and noted that the Commission had recently had appeals in which the training period, probationary status and/or promotion process was at issue regarding the jurisdiction of the Commission over the employee's appeal. Nichols explained that there might be different training periods depending on the targeted title and noted that if the class revision was approved, CMS Legal would be consulted because the Personnel Code might have to be changed to make sure the probationary status was not in question. Nickols explained there were five agencies with more than 1,500 employees affected by the revision. Commissioner Smith inquired if

March 17, 2022

agencies smaller than 1,500 could participate and Nickols said that they could, and CMS had less than 1,500 employees and was going to participate. As to why the Clerical Trainee needed another revision after January 1, 2021, Nickols explained that the Public Administration Intern needs to be consistent with Clerical Trainee.

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE REVISIONS OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE MARCH 1, 2022:**

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

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

Regarding Item C, Barris reported that the proposed revision was simply reducing by half the training and experience of the classes from four years to two years.

**COMMISSIONER LUECHTEFELD MOVED TO APPROVE THE REVISIONS OF FIREARMS ELIGIBILITY ANALYST TRAINEE, 1, AND 2. THIS MOTION FAILED FOR A LACK FOR A SECOND.**

Executive Director Klein asked if there was further discussion. Commissioner Smith questioned the necessity of such a significant reduction. Nickols explained that supervisors believed the training could be reduced and did not need to be so restrictive as they were having difficulty finding candidates for the positions within the class. Commissioner Smith noted that she understood the recruitment challenge, but it seemed like a huge decrease in the experience requirements for promotions.

**IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-1 TO DISAPPROVE THE REVISIONS OF THE FOLLOWING CLASS SPECIFICATIONS.**

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

**IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.**

March 17, 2022

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**

**IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.**

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

**EXECUTIVE DIRECTOR THOMAS KLEIN ASKED IF ANY COMMISSIONERS WANTED TO GO INTO CLOSED SESSION TO DISCUSS THE PROPOSAL FOR DECISION. THERE WAS NO MOTION TO MOVE INTO CLOSED SESSION AND THE MEETING CONTINUED.**

IX. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 17, 2022

**IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD FEBRUARY 17, 2022.**

X. STAFF REPORT

Ms. Johnson explained that, regarding the Abraham Lincoln Presidential Library and Museum rescission of the Division Manager in the Division of Guest Experience, ALPLM clarified the job duties on the Division Manager within the Division of Administration and the working title changed to Director of Marketing & Guest Experience. The clarification added duties



March 17, 2022

involved with guest experience strategies and the rescinded position will now report to the Director of Marketing & Guest Experience.

Barris inquired if anyone had received the Statement of Economic Interest form from the Secretary of State's office and no one reported that they had received it.

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, April 21, 2022, in the Springfield office of the Commission.

XII. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:35 A.M.**