

March 18, 2021

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
MARCH 18, 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 FEBRUARY 18, 2021

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 18, 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)

\* \* \*

**B1. Illinois Department of Human Services**

Position Number	40070-10-66-050-00-01
Functional Title	Deputy Director of Community Services Program
Incumbent	Vacant
Supervisor	Director of Developmental Disabilities, who reports to the Assistant Secretary, who reports to the Secretary
Location	Sangamon County

**B2. Illinois Department of Human Services**

Position Number	40070-10-66-600-00-01
Functional Title	Deputy Director of Ligas Consent Decree
Incumbent	Vacant
Supervisor	Director of Developmental Disabilities, who reports to the Assistant Secretary, who reports to the Secretary
Location	Cook County

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

**B1: Deputy Director of Community Services Program**

**B2: Deputy Director of Ligas Consent Decree**

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;

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- 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. See Appendix A**

The following classification analysis is common to all of the submitted studies and relevant to all proposed classes.

**CLASSIFICATION ANALYSIS:**

Positions subject to the Personnel Code (20 ILCS 415) may not be hired based upon political affiliation. In contrast, a position exempted from the Personnel Code may be selected on the basis of political patronage. The Personnel Code in Section 4c. General exemptions, identifies positions which are exempt from jurisdictions A (classification and compensation), B (merit and fitness), and C (conditions of employment) of the Personnel Code. The language in Item (12) within Section 4c of the Code specifically describes some positions which are exempt: "The technical and engineering staffs of the Department of Transportation .... "

The Shakman decrees are a series of federal court orders concerning hiring city governmental employees using political patronage as a means of selection in the City of Chicago. Due to the extension of Shakman to encompass State of Illinois governmental positions, 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 non-Code positions employed 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 the subject positions 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. It was thus determined by the Director 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 classes may be accurately depicted in one or more Code classes.

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**WILL THE COMMISSION APPROVE THE CREATIONS OF THE CLASS TITLES IN APPENDIX A TO BE EFFECTIVE ON APRIL 1, 2021?**

**B. See Appendix A**

**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**

**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. INTERLOCUTORY APPEAL

**DA-11-21**

Employee	Raquel Richards	Appeal Date	12/17/2020
Agency	Human & Family Services	Decision Date	3/5/21
Appeal Type	Demotion	Proposal for Decision	Grant Motion to Dismiss for no jurisdiction
ALJ	Andrew Barris		

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

XI. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

**DA-41-20**

Employee	Winona Buckner	Appeal Date	06/03/2020
Agency	Human Services	Decision Date	3/5/21
Appeal Type	Discharge	Proposal for Decision	30-day suspension
ALJ	Thomas Klein		

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

XII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

**The next regular open meeting is to be held at 11:00 a.m. on Thursday, April 15, 2021 in the Springfield office of the Commission.**

XIII. MOTION TO ADJOURN

# Appendix A

## **Classification Analysis from the Classification Plan Review Proposal/Change Reports (CMS Form 112) Submitted for Consideration at the March 2021 Meeting of the Civil Service Commission**

All of the titles specified below are being submitted to be established as new class specifications under the Personnel Code. The 61 titles are spread across several study documents, but they are all a part of one large project for the Department of Transportation.

- Transportation Account Clerk I
- Transportation Account Clerk II
- Transportation Account Technician I
- Transportation Account Technician II
- Transportation Accountant
- Transportation Accountant Advanced
- Transportation Accountant Supervisor
- Transportation Executive I
- Transportation Executive II
- Transportation Executive III
- Transportation Graphic Arts Designer
- Transportation Graphic Arts Designer Advanced
- Transportation Graphic Arts Designer Supervisor
- Transportation Graphic Arts Technician
- Transportation Human Resources Assistant
- Transportation Human Resources Associate
- Transportation Human Resources Representative
- Transportation Human Resources Specialist
- Transportation Human Resources Trainee
- Transportation Internal Auditor I
- Transportation Library Associate
- Transportation Staff Development Specialist
- Transportation Public Information Officer III
- Transportation Internal Security Investigator I
- Transportation Liability Claims Adjuster I
- Transportation Paralegal Assistant
- Transportation Technical Advisor I
- Transportation Telecommunications System Technician II
- Transportation Information Services Intern
- Transportation Information Services Specialist I
- Transportation Information Services Specialist II

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- Transportation Information Systems Analyst I
- Transportation Information Systems Analyst II
- Transportation Information Systems Analyst III
- Transportation Information Technology/Communications Systems Specialist 1
- Transportation Management Assistant I
- Transportation Management Assistant II
- Transportation Office Aide
- Transportation Office Clerk
- Transportation Office Assistant
- Transportation Office Associate
- Transportation Office Coordinator
- Transportation Office Administrator I
- Transportation Office Administrator II
- Transportation Office Administrator III
- Transportation Office Administrator IV
- Transportation Office Administrator V
- Transportation Operations Communications Specialist Trainee
- Transportation Operations Communications Specialist 1
- Transportation Operations Communications Specialist 2
- Transportation Public Service Administrator
- Transportation Reproduction Service Technician II
- Transportation Reproduction Service Technician III
- Transportation Statistical Research Specialist I
- Transportation Statistical Research Supervisor
- Transportation Property & Supply Clerk I
- Transportation Storekeeper III
- Transportation Stores Clerk
- Transportation Student Intern
- Transportation Vehicle Compliance Inspector
- Transportation Vehicle Emission Compliance Inspector

The following classification analysis is common to all of the submitted studies and relevant to all proposed classes.

#### CLASSIFICATION ANALYSIS:

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The Shakman decrees are a series of federal court orders concerning hiring city governmental employees using political patronage as a means of selection in the City of Chicago. Due to the extension of Shakman to encompass State of Illinois governmental positions, 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 non-Code positions employed 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 the subject positions 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. It was thus determined by the Director that the positions should instead be moved under the purview of the Personnel Code.

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### **Outline of study groupings (16)**

#### Accounting titles

- Transportation Account Clerk I
- Transportation Account Clerk II
- Transportation Account Technician I
- Transportation Account Technician II
- Transportation Accountant
- Transportation Accountant Advanced
- Transportation Accountant Supervisor

#### Executive titles

- Transportation Executive I
- Transportation Executive II
- Transportation Executive III

#### Graphic Arts titles

- Transportation Graphic Arts Designer
- Transportation Graphic Arts Designer Advanced
- Transportation Graphic Arts Designer Supervisor
- Transportation Graphic Arts Technician

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Human Resources titles

- Transportation Human Resources Assistant
- Transportation Human Resources Associate
- Transportation Human Resources Representative
- Transportation Human Resources Specialist
- Transportation Human Resources Trainee

Miscellaneous single titles

- Transportation Internal Auditor I
- Transportation Library Associate
- Transportation Staff Development Specialist
- Transportation Public Information Officer III
- Transportation Internal Security Investigator I
- Transportation Liability Claims Adjuster I
- Transportation Paralegal Assistant
- Transportation Technical Advisor I
- Transportation Telecommunications System Technician II

Information Services titles

- Transportation Information Services Intern
- Transportation Information Services Specialist I
- Transportation Information Services Specialist II
- Transportation Information Systems Analyst I
- Transportation Information Systems Analyst II
- Transportation Information Systems Analyst III
- Transportation Information Technology/Communications Systems Specialist 1

Management Assistant titles

- Transportation Management Assistant I
- Transportation Management Assistant II

Office Clerical titles

- Transportation Office Aide
- Transportation Office Clerk
- Transportation Office Assistant
- Transportation Office Associate
- Transportation Office Coordinator

Office Administrator titles

- Transportation Office Administrator I
- Transportation Office Administrator II
- Transportation Office Administrator III
- Transportation Office Administrator IV
- Transportation Office Administrator V

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Operations Communications titles

- Transportation Operations Communications Specialist Trainee
- Transportation Operations Communications Specialist 1
- Transportation Operations Communications Specialist 2

Public Service Administrator

- Transportation Public Service Administrator

Reproduction Services titles

- Transportation Reproduction Service Technician II
- Transportation Reproduction Service Technician III

Statistical Research titles

- Transportation Statistical Research Specialist I
- Transportation Statistical Research Supervisor

Storekeeper titles

- Transportation Property & Supply Clerk I
- Transportation Storekeeper III
- Transportation Stores Clerk

Student Intern

- Transportation Student Intern

Vehicle Compliance titles

- Transportation Vehicle Compliance Inspector
- Transportation Vehicle Emission Compliance Inspector