

March 19, 2020

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 19, 2020

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 N. LASALLE STREET, SUITE S-901, CHICAGO, IL AND 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL BY INTERACTIVE VIDEO CONFERENCE

II. ROLL CALL AND CONFIRMATION OF A QUORUM

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 20, 2020

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 20, 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 Department of Natural Resources – proposed exemption

Position Number	40070-12-10-000-00-01
Functional Title	Director, Office of Oil and Gas Resource Management
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

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

B: Director, Office of Oil and Gas Resource Management (DNR)

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
C	DOC 40070-29-04-010-00-01	Operations Administrator	Vacant

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

C: Operations Administrator (DOC)

D. Illinois Department of Public Health – certification of past action

Position Number	40070-20-33-000-00-01
Functional Title	Chief, Division of Emerging Health Issues
Incumbent	Vacant
Location	Sangamon County

WILL THE COMMISSION CERTIFY THE PAST ACTION FROM THE FEBRUARY 20, 2020 MEETING FOR THE FOLLOWING POSITION?

D: Chief, Division of Emerging Health Issues (DPH) granted exemption on February 20, 2020

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.

The following class titles were submitted for abolishment, creation, and revision by the Director of the Illinois Department of Central Management Services:

B. **Court Reporter (revise)**
Industrial Commission Reporter (revise)

Classification Analysis: "AFSCME Council 31, Local 2258 and incumbents of the Court Reporter class requested a study of the State of Illinois Court Reporter job class specification which was created on August 16, 1974 and last updated on June 1, 2015. In 2015 the Department of Central Management Services (DCMS) solicited input from the Illinois Workers' Compensation Commission (IWCC) as part of a larger study of the State of Illinois classification plan to update the class specifications of positions that type or keyboard as part of their work responsibilities. The IWCC at that time declined to revise the Court Reporter class specification beyond the scope of that specific study issue. Therefore, it is fair to say that most of the substantive content of the Court Reporter class specification has remained unaltered since 1974.

Study research indicated that universal technological advances in information management affecting the stenography field since the class specification was written necessitates an update to the description of the work performed by the Court Reporter class. The full set of proposed revisions can be examined in the draft class specification. One line of inquiry that was explored was whether the minimum education requirement should be increased

from four years of high school to four years of college. Our study research showed no evidence that an increase to the desirable requirements is necessary. The existing desirable requirements education and experience are still appropriate and sufficient to qualify an individual to perform the position duties and acquire the State of Illinois' shorthand reporter certification. The current desirable requirements will be retained intact with minor updates, which are detailed below:

- Requires knowledge, skill and mental development equivalent to completion of four years of high school, supplemented by graduation from a recognized school or program of court reporting with courses in stenography, legal and medical vocabulary and legal procedures.
- Requires possession of a valid Illinois certificate as a shorthand reporter issued by the Illinois Department of Financial and Professional Regulation.

The IWCC agree with our recommendation to proceed with the revisions to update the Court Reporter class specification according to the terms outlined in this proposal.

ADDENDUM: We have subsequently revised the Industrial Commission Reporter class specification which was last revised/created on August 16, 1974 in line with the same suggested revisions and according to the same rationale we have presented for the Court Reporter."

C. Employee Benefits Associate (create)
Employee Benefits Representative (create)
Employee Benefits Specialist (create)

Classification Analysis: "The Department of Central Management Services (DCMS) Bureau of Benefits, Group Insurance Division has expressed a need to DCMS, Bureau of Personnel, Division of Technical Services, Class Studies Unit (Class Studies) for new job classes to clearly define the duties and requirements of selected positions in the Bureau of Benefits, Group Insurance Division which are currently allocated to Office Associate, Insurance Analyst 2, Insurance Analyst 3 and Insurance Analyst 4 job classes. The Division of Group Insurance operates as a call center for State of Illinois employees, retirees and other state agency Group Insurance Representatives, where the office fields questions and works issues related to all health, dental, life and optional tax programs covered by the State Employee Group Insurance Act. The current class specifications for the Insurance Analyst series largely define duties and responsibilities that are encompassed by positions utilized by the Department of Insurance. DCMS Class Studies agreed to review and address the challenges CMS faces in utilizing these classes for their Employee Benefits positions. It is apparent that the duties and responsibilities of the Department of Insurance's Insurance Analyst positions differ greatly from the Insurance Analyst positions located in the CMS Bureau of Benefits, Group Insurance Division.

DCMS Class Studies agrees that new classes are warranted to improve the definition of these positions and improve the agency's ability to attract skilled individuals and retain trained employees in this program area. A second related study to revise and improve the class

specifications of the Insurance Analyst series with the cooperation of the Department of Insurance will be addressed in a separate proposal.

The Employee Benefits Associate is designed as an introductory working level to attract employment seekers and as an inheritor class to the Office Associate positions currently in the Group Insurance Division. The Employee Benefits Representative is designed as both an inheritor class to the positions in CMS Employee Benefits currently classified as Insurance Analyst 2 and Insurance Analyst 3 and as the second level, and full working level, in the series. The Employee Benefits Specialist is designed as an inheritor class to the positions in CMS Employee Benefits that are currently classified as Insurance Analyst 4 and as the advanced working level in the Employee Benefits series.

These proposed new class specifications present a comprehensive and accurate picture of the duties and refinement of the desirable requirements for positions of this type and will assist state hiring efforts to attract individuals to a career path in employee benefits."

D. Library Aide II (abolish)
Library Aide III (abolish)

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 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 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 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 in the following table be abolished."

Title Code	Position Title	Last Used (vacant)	Effective Date
23422	Library Aide II	6/30/2004	2/22/1994
23423	Library Aide III	6/30/2004	2/22/1994

E. Revenue Collection Officer II (revise)
Revenue Collection Officer III (revise)

Classification Analysis: "The Department of Revenue requested the revisions of the Education and Experience sections of the Revenue Collection Officer II (RCO 2) and Revenue Collection Officer III (RCO 3) class specifications. For the RCO 2, the current requirements of two years of professional experience in the delinquent tax collection field including one year as a Revenue Collection Officer I (RCO 1) have been revised to successful completion of the Revenue Collection Trainee program and two years as an RCO 1 to qualify for RCO 2. For the RCO 3, the current requirements of four years of professional experience in the delinquent tax collection field including one year as an RCO II have been revised to require two years as an RCO 2 to qualify for RCO 3.

It is the agency's intent that this study clarifies the RCO 2 and RCO 3 class specifications' desirable requirements, updates vague language to improve readability, and confirms the agency's desire that the higher level RCO positions be populated with employees that have already gained experience as an RCO at a lower level within the career progression."

F. Stationary Engineer (revise)

Classification Analysis: "Technical advisors and hiring managers in the Department of Central Management Services have brought to light an unintended consequence that language in the class specification of the Stationary Engineer has produced. The document's desirable requirements education and experience section stipulates that a Stationary Engineer position 'Requires four years' experience in power plant operation and in firing high pressure stationary boilers' as work experience. In their efforts to hire for Stationary Engineer positions, the advisors and managers have noticed that applicants with low-pressure boiler experience were being excluded from the candidate pools and determined not to be qualified. However, many individuals with Stationary Engineer experience have low-pressure boiler experience as opposed to high-pressure boiler experience and some have accumulated both types of experience. Many powerhouse operations feature low-pressure boilers, including at facilities operated by the State, and either type is applicable and should be included as acceptable experience when hiring for these positions.

We recommend revisions to the Stationary Engineer class specification to recognize low-pressure boiler experience as part of the class responsibilities and as creditable toward qualifying experience when agencies are hiring for this class. The desirable requirements experience statement will become 'Requires four years of experience in power plant operation and in firing high pressure and/or low-pressure stationary boilers.'

WILL THE COMMISSION APPROVE THE ABOLISHMENT, CREATION, AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE APRIL 1, 2020?

- B. Court Reporter (revise)**
Industrial Commission Reporter (revise)
- C. Employee Benefits Associate (create)**
Employee Benefits Representative (create)
Employee Benefits Specialist (create)
- D. Library Aide II (abolish)**
Library Aide III (abolish)
- E. Revenue Collection Officer II (revise)**
Revenue Collection Officer III (revise)
- F. Stationary Engineer (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

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?

March 19, 2020

IX. RECONVENE THE REGULAR OPEN MEETING

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-15-20

Employee	Kristi M. Jones	Appeal Date	10/15/19
Agency	Human Services	Decision Date	03/06/20
Appeal Type	Discharge	Proposal for Decision	45-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?**

XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

RV-19-20

Employee	Peter Obazuaye	Appeal Date	10/22/19
Agency	Human Services	Decision Date	03/05/20
Appeal Type	Rule Violation	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?**

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

**The next regular open meeting is to be held at 11:00 a.m. on Thursday, April 16, 2020 in
the Chicago and Springfield offices of the Commission by interactive video conference.**

XIV. MOTION TO ADJOURN