

March 22, 2019

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 22, 2019

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. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD FEBRUARY 21, 2019

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD FEBRUARY 21, 2019?

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.

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>
Abraham Lincoln Presidential Library & Museum	75	12
Aging.....	134	19
Agriculture	332	18
Arts Council	15	2
Capitol Development Board.....	34	0
Central Management Services.....	870	57
Children and Family Services.....	2,647	53
Civil Service Commission.....	3	0
Commerce & Economic Opportunity.....	220	65
Commerce Commission	51	0
Corrections	12,818	110
Criminal Justice Authority.....	53	7
Deaf and Hard of Hearing Comm.....	3	1
Developmental Disabilities Council	5	1
Emergency Management Agency.....	66	10
Employment Security	1,101	29
Environmental Protection Agency.....	600	16
Financial & Professional Regulation.....	380	48
Gaming Board	150	9
Guardianship and Advocacy	97	8
Healthcare and Family Services	1,553	27
Human Rights Commission.....	14	2
Human Rights Department	115	10
Human Services.....	12,487	80
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,234	60
Insurance	207	17
Investment Board	3	2
Juvenile Justice.....	892	29
Labor	72	11
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	14	2
Law Enforcement Training & Standards Bd.	21	3
Lottery	147	8
Military Affairs.....	135	3
Natural Resources.....	1,168	29
Pollution Control Board	16	2
Prisoner Review Board.....	23	1
Property Tax Appeal Board.....	38	2
Public Health.....	1,120	42
Racing Board.....	3	1
Revenue.....	1,469	46
State Fire Marshal	127	12
State Police.....	919	8
State Police Merit Board	6	2
State Retirement Systems	101	3
Transportation	3,674	0
Veterans' Affairs	1,220	9
Workers' Compensation Commission.....	109	12
TOTALS.....	46,554	892

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 Dept. of Central Management Services – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-37-70-110-00-01
Functional Title	Senior Labor Relations Counsel
Incumbent	vacant
Supervisor	Deputy General Counsel, Labor Relations who reports to the General Counsel who reports to the Director
Location	Sangamon County

D1. Illinois Dept. of Healthcare & Family Services – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-33-20-010-00-61
Functional Title	Deputy Administrator of Operations
Incumbent	Vacant
Supervisor	Division Administrator who reports to the Director
Location	Sangamon County

D2. Illinois Dept. of Healthcare & Family Services – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-33-10-000-00-61
Functional Title	Administrator of Personnel and Administrative Services
Incumbent	vacant
Supervisor	Deputy Director for Human Resources who reports to the Director
Location	Sangamon County

E. Illinois Dept. of Human Rights – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-49-50-100-10-02
Functional Title	Chief Litigation Attorney-Fair Housing
Incumbent	vacant
Supervisor	Chief Legal Counsel who reports to the Director
Location	Cook County

F1. Illinois Dept. of Revenue – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-25-00-000-01-01
Functional Title	Deputy Director
Incumbent	vacant
Supervisor	Director
Location	Sangamon County

F2. Illinois Dept. of Revenue – proposed exemption (continued from February 21, 2019 meeting)

Position Number	40070-25-07-900-00-01
Functional Title	Deputy General Counsel – Criminal Prosecution
Incumbent	vacant
Supervisor	General Counsel who reports to the Director
Location	Cook County

CMS recommendation: “As a result of the Shakman litigation and the subsequent review of exempt positions by the Shakman Special Master, OEIG’s Hiring and Employment Monitoring Unit (HEM), and the Department of Central Management Services, the Acting Director is recommending 4d(3) exemption for the positions [above].”

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

- C: Senior Labor Relations Counsel (CMS)**
- D1: Deputy Administrator of Operations (HFS)**
- D2: Administrator of Personnel and Administrative Services (HFS)**
- E: Chief Litigation Attorney-Fair Housing (DHR)**
- F1: Deputy Director (DOR)**
- F2: Deputy General Counsel-Criminal Prosecution (DOR)**

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

On February 28, 2019 the Director of Central Management Services sent notice that she was recommending rescission of 24 Section 4d(3) exempt positions which may no longer meet the requirements for exemption. According to information provided by Central Management Services, these positions were the subject of an inquiry conducted by Central Management Services, the Hiring and Employment Monitor of the Office of the Executive Inspector General, and the Shakman Special Master that revealed their Section 4d(3) exempt status was “no longer appropriate due to changes in organizational structure, programming needs, and/or

duties actually sought to be performed”. Each affected agency was provided notice of this recommended action. The following is a list of these positions that will now be put forth before the Commission for formal consideration of rescission of their exemption. 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	Position Number	Agency	Functional Title	Incumbent
G	40070-19-10-160-00-01	ALPLM	Education Director	G. Kaplan
H	40070-47-60-300-00-01	AGE	Director-Senior Health Ins. Prog.- Community Relations & Outreach	Sandra Leith
I	40070-11-01-800-00-01	DOA	Procurement Officer	S. Shymansky
J1	40070-37-41-300-00-01	CMS	Portfolio Manager	J. Preckwinkle
J2	40070-37-41-300-20-01	CMS	Facilities Utilities & Professional Services Mgr.	Melena Warren
J3	40070-37-41-410-00-01	CMS	Strategic Sourcing Manager/Equipment	Debra Logan
J4	40070-37-41-420-00-01	CMS	Commodities Strategic Sourcing Manager	Lance Traynor
J5	40070-37-41-800-00-01	CMS	General Services Portfolio Mgr.	Ann Rembert
J6	40070-37-41-810-00-01	CMS	Strategic Sourcing Manager- Transportation Services	Kyle Amerson
J7	40070-37-41-820-00-01	CMS	Strategic Sourcing Manager Contractual Labor/Specialty Svcs.	Terrence Thomas
J8	40070-37-66-000-00-01	CMS	General Manager, Facilities Mgr.	Vacant
K1	40070-42-00-000-50-01	CEO	Procurement Officer	R. Rogers
K2	40070-42-00-810-00-01	CEO	Performance Measurement Mgr.	Julie Davis
K3	40070-42-10-200-00-01	CEO	Reg. Manager-Regional Economic Development-Northwest Region	Adrian Madunic
K4	40070-42-10-700-00-01	CEO	Reg. Manager-Regional Economic Development-Southeastern Region	Patrick Pape
K5	40070-42-10-900-00-01	CEO	Reg. Manager-Regional Economic Development-Southwestern Region	Erika Kennett
K6	40070-42-35-140-00-01	CEO	Policy Developer-High Impact Business Program	Teri Whitfield
L1	37015-29-20-120-20-01	DOC	Assistant Center Supervisor	R. Tejada
L2	40070-29-00-100-00-01	DOC	Performance Based Standards Mgr.	Vacant
L3	40070-29-02-800-05-01	DOC	Medical Coordinator	Kim Hugo
L4	40070-29-40-210-00-01	DOC	Assistant Deputy Director- Functional Processes	Vacant
M	37015-50-05-000-21-01	CJIA	Associate Human Resources Dir.	Zina Smith

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Item	Position Number	Agency	Functional Title	Incumbent
N	40070-44-40-010-00-01	DES	Assistant Deputy Director-Bureau of Business Services	Joseph Mueller*
O	40070-13-10-020-00-01	FPR	Manager Loan Originator Regulation-Banking Division	Belinda Pinela

*Temporary Appointment 75-day contract

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

G: Education Director (ALPLM)

H: Director/Senior Health Ins. Prog. Community Relations & Outreach (AGE)

I: Procurement Officer (DOA)

J1: Portfolio Manager (CMS)

J2: Facilities Utilities & Professional Services Manager (CMS)

J3: Strategic Sourcing Manager-Equipment (CMS)

J4: Commodities Strategic Sourcing Manager (CMS)

J5: General Services Portfolio Manager (CMS)

J6: Strategic Sourcing Manager-Transportation Services (CMS)

J7: Strategic Sourcing Manager Contractual Labor & Specialty (CMS)

J8: General Manager, Facilities Management (CMS)

K1: Procurement Officer (CEO)

K2: Performance Measurement Manager (CEO)

K3: Regional Manager, Regional Economic Dev.-Northwest Region (CEO)

K4: Reg. Manager, Regional Economic Dev.-Southeastern Region (CEO)

K5: Reg. Manager, Regional Economic Dev.-Southwestern Region (CEO)

K6: Policy Developer-High Impact Business Program (CEO)

L1: Assistant Center Supervisor (DOC)

L2: Performance Based Standards Manager (DOC)

L3: Medical Coordinator (DOC)

L4: Assistant Deputy Director-Functional Processes (DOC)

M: Associate Human Resources Director (CJIA)

N: Assistant Deputy Director-Bureau of Business Services (DES)

O: Manager Loan Originator Regulation-Banking Division (FPR)

V. 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. None submitted

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

VI. 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

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WILL THE COMMISSION DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

VII. 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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VIII. RECONVENE THE REGULAR OPEN MEETING

IX. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-13-19

Employee	Dewitt Jackson	Appeal Date	12/17/18
Agency	Employment Security	Decision Date	03/08/19
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Daniel Stralka		

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

RV-22-18

Employee	Chelsea Cobb	Appeal Date	10/23/17
Agency	Human Services	Decision Date	03/08/19
Appeal Type	Rule Violation	Proposal for Decision	No violation.
ALJ	Andrew Barris		

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

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, April 18, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XII. MOTION TO ADJOURN