

April 21, 2022

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
APRIL 21, 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 MARCH 17, 2022

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MARCH 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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B. None submitted

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. Employee Benefits Specialist (revise)

CMS CLASSIFICATION ANALYSIS: The Department of Central Management Services Bureau of Benefits has requested updates to the Desirable Requirements of the Employee Benefits Specialist class specification so that the section include *three years of work experience in insurance administration, benefits administration or human resources* as creditable experience that counts toward a position allocated to this class. The Bureau would like to see an expansion of qualified applicants for Employee Benefits Specialist positions. The new proposed desirable requirements section would be as follows:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of work experience as an Employee Benefits Representative, or three years of work experience in insurance administration, benefits administration or human resources.

C. Meat & Poultry Inspector Trainee (revise)
Meat & Poultry Inspector (revise)

CMS CLASSIFICATION ANALYSIS: The Illinois Department of Agriculture requested a study of the Meat and Poultry Inspector and Meat and Poultry Inspector

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Trainee classes with respect to the Knowledges, Skills and Abilities (KSA's) section of the class specification. Meat and Poultry inspectors are essential in protecting and providing safe meat and poultry products from the inspection of live animals through the packaging and labeling of the products. To enhance the recruiting pool of qualified candidates, Agriculture is seeking to add 'basic knowledge of computer hardware and software' as well as 'the ability to utilize computer hardware and software programs'. Meat and Poultry Inspectors examine over 400 establishments that provide meat and meat products for human consumption and it is essential that an employee possess KSA's to utilize the hardware and software programs required in tracking and producing clear and concise reports and records on inspection findings.

In addition, the last update to both the Meat and Poultry Inspector and the Trainee class specifications was in 1989. Central Management Services, Division of Technical Services, in conjunction with the Dept of Agriculture, proposes other minor changes as reflected in the attached draft class specifications.

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

- B. Employee Benefits Specialist (revise)**
- C. Meat & Poultry Inspector Trainee (revise)**
Meat & Poultry Inspector (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. Section 302.130 Removal of Names from Eligible Lists

80 Ill. Adm. Code 302.130

302.130 Removal of Names from Eligible Lists

The amendment adds language providing a right of appeal for an individual who is removed from an eligible list due to alleged deception or fraud in connection with an examination. It also removes "Addiction of an eligible to narcotics or to alcohol" from the lists of reasons the Director may remove an individual from an eligible list.

The amendment was prompted by the passage of Public Act 102-617, which made similar amendments to the Personnel Code (20 ILCS 415/8b.4)

WILL THE COMMISSION APPROVE THE ABOVE AMENDMENT TO THE PERSONNEL RULES?

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. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-30-21

Employee	Daniel Levad	Appeal Date	06/30/2021
Agency	Dept. of Public Health	Decision Date	04/08/2022
Appeal Type	Discharge	Proposal for Decision	Dismissed/Settlement/Appeal Withdrawn
ALJ	Andrew Barris		

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

DA-9-22

Employee	Trina M. Diedrich	Appeal Date	10/15/2021
Agency	Dept. of Human Services	Decision Date	04/08/2022
Appeal Type	Discharge	Proposal for Decision	Dismissed/Settlement/ Discharge Withdrawn
ALJ	Andrew Barris		

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

DA-16-22

Employee	Heidi Scott	Appeal Date	12/27/21
Agency	Dept. of Corrections	Decision Date	04/08/2022
Appeal Type	Discharge	Proposal for Decision	Dismissed/Discharge Withdrawn
ALJ	Andrew Barris		

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

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DA-22-22

Employee	Jacqueline Lopez de Victoria	Appeal Date	02/17/2022
Agency	Dept. of Human Services	Decision Date	04/08/2022
Appeal Type	Discharge	Proposal for Decision	Dismissed/Appeal Withdrawn
ALJ	Thomas Klein		

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

DA-23-22

Employee	Lakeia Jimerson	Appeal Date	03/17/2022
Agency	Dept. of Children and Family Services	Decision Date	04/08/2022
Appeal Type	Discharge	Proposal for Decision	Dismissed/Appeal Withdrawn
ALJ	Andrew Barris		

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

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, May 19, 2022, in the Springfield office of the Commission.

XIII. MOTION TO ADJOURN