

July 20, 2021

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
JULY 20, 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 JUNE 16, 2021

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JUNE 16, 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)

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**B. Illinois Department of Revenue**

Position Number	40070-25-41-300-00-01
Functional Title	Field Compliance – Income Tax Division Manager
Incumbent	Vacant
Supervisor	Audit Program Administrator, who reports to the Chief of Enforcement, who reports to the Director
Location	Sangamon County

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

**B: Field Compliance – Income Tax Division Manager (IDR)**

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 (CMS):

**B. Activity Therapist (revise)**  
**Activity Therapist Coordinator (revise)**  
**Activity Therapist Supervisor (revise)**

**CMS Classification Analysis:** The Department of Central Management Services, Technical Services, is updating the Activity Therapist Supervisor class specification to revise supervisory language in the Illustrative Examples of Work (duty statement #1). The current class specification indicates this class serves as a full line supervisor with responsibilities including "establishing, monitoring and evaluating performance goals, reconciling grievances and applying discipline when necessary". However, this class is included in RC062 and does not have full line supervisor responsibilities. The supervisory language is being revised to appropriately reflect those responsibilities of a working supervisor, in line with bargaining unit contract supervisory responsibility language. In addition, verbiage is being updated in duty statement #4 to better reflect the responsibilities currently performed by these positions.

Additionally, in each of the Activity Therapist, Activity Therapist Coordinator and Activity Therapist Supervisor class specifications the last Knowledge, Skills and Abilities statement was updated to read:

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

**B. Activity Therapist (revise)**  
**Activity Therapist Coordinator (revise)**  
**Activity Therapist Supervisor (revise)**

**C. Clerical Trainee (revise)**  
**Office Occupations Trainee (revise)**  
**Office Aide (revise)**  
**Library Aide 1 (revise)**  
**Library Technical Assistant (revise)**  
**Social Service Community Planner (revise)**  
**Library Associate (revise)**  
**Social Service Program Planner 1 (revise)**  
**Human Services Sign Language Interpreter (revise)**  
**Librarian 1 (revise)**  
**Social Service Program Planner 2 (revise)**  
**Librarian 2 (revise)**  
**Social Service Program Planner 3 (revise)**  
**Social Service Program Planner 4 (revise)**

**CMS Classification Analysis:** The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services has instituted procedures to examine each of the class specifications currently active in the State of Illinois Classification Plan for accuracy and contemporary relevance. 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 all job classes and the featured objectives of this proposal are a) to bring up-to-date all content of each class specification under the Personnel Code that is currently in use by various state agencies; and b) to establish a universal minimum standard of educational attainment for employment in state government.

The DCMS Class Studies Unit proposes to add the statement "Requires knowledge, skill and mental development equivalent to the completion of four years of high school" to the class specifications of all job classes in the State of Illinois Classification Plan that currently contain either no educational requirement or an education requirement that is less than the equivalency of the completion of four years of high school. Establishing a universal minimum standard of educational attainment like this improves all aspects of personnel management including the equitable classification of positions and compensation assignment. It provides an agreed upon basis from which we can design measures of classification or compensation progression. Education has been identified as an important determinant of economic growth. Higher levels of educational attainment lead to a more skilled and productive workforce, producing more efficiently a higher standard of services, which in turn forms the basis for faster economic growth and rising living standards. In many trade union apprenticeship programs, proof of a high school diploma or its equivalent is a minimum requirement for applicants to enter the program. Establishing the standard as an equivalency provides flexibility for hiring agencies and allows for the substitution of work experience for education, i.e., applicants with an adequate amount of applicable experience (but possibly a lack of education in an area) may be qualified.

All state agencies that utilize classes included in this proposal have been consulted to clarify the contents of the class specifications and reflect the most current functions, requirements and terminology. In a case where class specifications have not been substantially modified apart from the education requirement revision, the utilizing agency affirms that the existing content of the class specification is complete and current and accurately describes the work of positions allocated to the class at the time of the publication of this proposal.

The results are attached in class specification amendment format as part of this proposal.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

- C. Clerical Trainee (revise)**
- Office Occupations Trainee (revise)**

**Office Aide (revise)**  
**Library Aide 1 (revise)**  
**Library Technical Assistant (revise)**  
**Social Service community Planner (revise)**  
**Library Associate (revise)**  
**Social Service Program Planner 1 (revise)**  
**Human Services Sign Language Interpreter (revise)**  
**Librarian 1 (revise)**  
**Social Service Program Planner 2 (revise)**  
**Librarian 2 (revise)**  
**Social Service Program Planner 3 (revise)**  
**Social Service Program Planner 4 (revise)**

- D. Historical Documents Conservator 1 (abolish)**  
**Historical Documents Conservator (new)**  
**Historical Research Editor 2 (abolish)**  
**Historical Research Editor (revise)**  
**Curator of the Lincoln Collection (abolish)**  
**Local Historical Services Representative (abolish)**  
**Historical Research Specialist (revise)**  
**Historical Library Chief of Acquisitions (revise)**

**CMS Classification Analysis:** The Department of Central Management Services (DCMS), Bureau of Personnel, Division of Technical Services has instituted procedures to examine each of the class specifications 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 all classes and the featured objectives are: A) to reduce the number of class specifications that have lain dormant or disused (i.e., classes with no incumbents for at least five years or classes without established positions) by abolishing the classes that are identified as such, or B) to bring up-to-date all content of each class specification under the Personnel Code that is currently in use by various state agencies.

The DCMS Division of Technical Services has identified the Curator of the Lincoln Collection and Local Historical Services Representative class specifications as titles that meet the criteria indicated in Objective A above. The Curator of the Lincoln Collection has not been used since 12/1/1998, and the Local Historical Services Representative has not been used since 2/1/2012. The user agency has no plans to utilize either of these classes. We, therefore, recommend that these classes be removed from the classification plan, i.e., abolished.

Additionally, we have also determined that the Historical Documents Conservator 1, Historical Library Chief of Acquisitions, Historical Research Editor 2 and Historical Research Specialist class specifications meet the criteria indicated in Objective B above. We propose that it is necessary to clarify and update the content of the class specifications of the Historical Documents Conservator 1, Historical Library Chief of Acquisitions,

Historical Research Editor 2, and Historical Research Specialist to reflect the most current and accurate features, examples, and requirements. In some cases, the modifications are extensive, but are based on consultation with the user agencies.

The Historical Documents Conservator 1 class specification was once part of a set (Historical Documents Conservator 1 and Historical Documents Conservator 2), but over the years the higher level remained dormant and unpopulated, and, eventually, the class specification was abolished, leaving the Historical Documents Conservator 1 class to stand alone. The Historical Research Editor 2 class specification was likewise part of a larger series of classes (Historical Research Editor 1, Historical Research Editor 2, Historical Research Editor 3, Historical Research Editor Supervisor), the other levels of which went unused, and, eventually, each of these class specifications except for that of the Historical Research Editor 2, were abolished. To reflect that the Historical Documents Conservator 1 and Historical Research Editor 2 titles are no longer part of a larger series of classes, we propose to change the title names by removing the numbers. This may help prevent confusion for readers as to whether the class is a solitary class or part of a larger series which the numbering convention often suggests. Additionally, state computing system limitations also require a change in the title code of the class if the title of the class is changed. Therefore, we acknowledge that the proposed new class specification of Historical Documents Conservator is a successor to the Historical Documents Conservator 1 class specification and recommend that the Historical Documents Conservator 1 class be abolished. We also acknowledge that the proposed new class specification of Historical Research Editor is a successor class to the Historical Research Editor 2 class specification and recommend that the Historical Research Editor 2 class be abolished.

The results of this study are attached in class specification amendment format as part of this proposal.

**WILL THE COMMISSION APPROVE THE ABOLISHMENT, CREATION, AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

- D. Historical Documents Conservator 1 (abolish)**
- Historical Documents Conservator (new)**
- Historical Research Editor 2 (abolish)**
- Historical Research Editor (revise)**
- Curator of the Lincoln Collection (abolish)**
- Local Historical Services Representative (abolish)**
- Historical Research Specialist (revise)**
- Historical Library Chief of Acquisitions (revise)**

- E. Insurance Analyst I (abolish)**
- Insurance Analyst II (abolish)**
- Insurance Analyst (new)**
- Insurance Analyst III (abolish)**
- Insurance Analyst Specialist (new)**
- Insurance Analyst IV (abolish)**

**Insurance Senior Analyst (new)**

**CMS Classification Analysis:** The Department of Central Management Services (DCMS) Bureau of Personnel Division of Technical Services endeavors to examine each of the class specifications 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 embarked on a strategy to systematically bring up to date all content of each class specification under the Personnel Code that is in use by state agencies to reflect modern technology and cultural standards.

The Insurance Analyst Trainee, Insurance Analyst 1, Insurance Analyst 2, Insurance Analyst 3, and Insurance Analyst 4 class specifications were reviewed with the Department of Insurance (DOI) and the Department of Central Management Services (CMS) because both agencies had groups of positions allocated to this series of classes. The extant class specifications were found to be out of date and ill-suited to the employment and recruiting needs of both agencies. The Insurance Analyst positions at CMS were given a new specialized Employee Benefits series of class specifications and the CMS positions were reclassified and removed from the Insurance Analyst classes. That was accomplished in a previous class study. After interviews with Insurance Analyst incumbents and management at DOI, it was determined the best path forward for DOI was to create a set of new class specifications for the DOI positions as well. The results of the class study are a new set of specialized class specifications with clarified work responsibilities to replace the existing Insurance Analyst 1, insurance Analyst 2, Insurance Analyst 3, and Insurance Analyst 4.

The current Insurance Analyst Trainee class specification is retained in its current form and remains the training level. The new Insurance Analyst class will serve as the working level and replace both the Insurance Analyst 1 and Insurance Analyst 2 classes. The Insurance Analyst Specialist class will replace the Insurance Analyst 3 class and the Insurance Senior Analyst class will replace the Insurance Analyst 4 class as the advanced working levels. The successor class specifications are better defined and will lead to more informed classification decisions in the future.

**WILL THE COMMISSION APPROVE THE ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

- E. Insurance Analyst I (abolish)**
- Insurance Analyst II (abolish)**
- Insurance Analyst (new)**
- Insurance Analyst III (abolish)**
- Insurance Analyst Specialist (new)**
- Insurance Analyst IV (abolish)**
- Insurance Senior Analyst (new)**

**F. Insurance Company Field Staff Examiner (revise)**  
**Insurance Company Financial Specialist (revise)**

**CMS Classification Analysis:** The Department of Insurance requested revisions to the following two class specifications:

**1. INSURANCE COMPANY FIELD STAFF EXAMINER**

The revision is to add "financial institutions or pension funds" to the Education and Experience section of the class specifications to read as:

"Requires one year of professional insurance accounting experience in the financial examination of insurance companies, financial institutions or pension funds; or the completion of an approved training program."

The reason for the proposal is to give state employees and prospective applicants in possession of experience with financial institutions or pension funds a chance to qualify for the title.

**2. INSURANCE FINANCIAL SPECIALIST**

The reason for the revision is to remove the lead worker role from #3 of the Illustrative Examples of Work. The agency no longer wishes that responsibility to reside in this class of positions. The new #3 revision reads as follows:

"Provides guidance and training to lower level staff; assists staff in reviewing complex documents and conducts reviews of staff examinations to provide feedback or recommend further review."

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

**F. Insurance Company Field Staff Examiner (revise)**  
**Insurance Company Financial Specialist (revise)**

**G. Sex Offender Therapist 1 (revise)**

**CMS Classification Analysis:** The Illinois Department of Corrections (DOC) requested that we remove the one year of professional experience requirement from the Education and Experience section of the Sex Offender Therapist I class specification. The desirable requirements education and experience section will be reduced to:

"Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board."

This revision has the ideal goal to dramatically increase the pool of eligible candidates and enable IDOC to fully staff their programs which are currently severely understaffed, especially within the facilities.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON AUGUST 1, 2021?**

**G. Sex Offender Therapist 1 (revise)**

**H. Technical Advisor Advanced Program Specialist (revise)**

**CMS Classification Analysis:** When the Technical Advisor Advanced Program Specialist (TAAPS) was created in 2005, it was set apart for the exclusive use of the Department of Revenue (DOR) and Department of Financial and Professional Regulation (DFPR). At the time, the Liquor Control Commission (LCC) was a sub-department of the Department of Revenue and utilized positions allocated to this class. Public Act 100-1050 provided for the separation of the Liquor Control Commission from the Department of Revenue on July 1, 2019. When the LCC became its own agency, it retained the TAAPS positions.

The class specification of the Technical Advisor Advanced Program Specialist specifically names the user agencies, DOR and DFPR within the Distinguishing Features of Work and Illustrative Examples of Work. To clarify and update the class specification to reflect that the LCC is still authorized to use this class, we have revised the class specification to include references to the Commission throughout the document.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON AUGUST 1, 2021?**

**H. Technical Advisor Advanced Program Specialist (revise)**

- I. Veterans Educational Specialist 1 (abolish)  
Veterans Educational Specialist 2 (abolish)  
Veterans Educational Specialist 3 (abolish)  
Veterans Educational Specialist (new)**

**CMS Classification Analysis:** This study was initiated internally by CMS as part of its ongoing project to update the State of Illinois Classification Plan. The Veterans Educational Specialist series of classes (Veterans Educational Specialist I (VES 1), Veterans Educational Specialist II (VES 2), and Veterans Educational Specialist III (VES3) was originally implemented in 1975. Research reveals that the VES 1 and VES 2 classes have not been utilized for years, and the Illinois Department of Veterans Affairs (OVA) confirms that it will not utilize those classes in the future. On that basis we recommend the classes VES 1, VES 2, and VES 3 for abolishment, and be replaced by a successor class entitled Veterans Educational Specialist (VES), which effectively represents an updated version of the extant VES 3. The new title, new position code, and extensive class specification modifications necessitate establishment of a new class. It

retains the familiarity of the VES 3 class specification and its salient objective of assisting eligible persons in utilization of GI Bill education benefits via vetted and approved educational avenues.

However, there are two significant changes to the proposed new VES class specification. The VES "recommends" educational programs for approval, rather than being granted discretionary approval authority, as implied in the extant VES m class specification. State program management has approval authority, according to government contract. The other important modification changes the qualifying education requirement to possession of a conferred degree by candidates, rather than equivalence language, which implies work experience may substitute for formal education to satisfy requirements.

The proposed class specification Desirable Requirements reflect the federal contract language that applies to the program; additionally, the new class specification provides updated general language and information to improve clarification, readability, and relevance regarding the Veterans Educational Specialist class.

**WILL THE COMMISSION APPROVE THE ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON AUGUST 1, 2021?**

- I. Veterans Educational Specialist 1 (abolish)**
- Veterans Educational Specialist 2 (abolish)**
- Veterans Educational Specialist 3 (abolish)**
- Veterans Educational Specialist (new)**

**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. 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. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MAY 20, 2021

**WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MAY 20, 2021?**

XI. INTERLOCUTORY APPEAL

**S-22-21**

Employee	Ryshika J. Parker	Appeal Date	4/27/2021
Agency	Dept. of Corrections	Decision Date	07/02/2021
Appeal Type	Suspension	Proposal for Decision	Dismissed due to default.
ALJ	Andrew Barris		

**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, August 19, 2021 in the Springfield office of the Commission.**

XIV. MOTION TO ADJOURN