

July 20, 2021

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
July 20, 2021

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:06 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. ROLL CALL AND CONFIRMATION OF A QUORUM

Timothy D. Sickmeyer (by telephone), Chairman; G.A. Finch (by telephone), David Luechtefeld (by telephone), Vivian Robinson (by telephone), and Teresa C. Smith (by telephone), Commissioners; Thomas Klein, Executive Director, Andrew Barris (by video), Assistant Executive Director, Sabrina Johnson, Exemption Monitor, and Alexandra Myers, Executive Secretary; Chris Nickols (by telephone) and Sheila Tapscott (by telephone), Central Management Services; Vince Cacioppo (by telephone), Bobby Tucker (by telephone), and Roger Koss (by telephone), Department of Revenue; Keshia Wrightsell (by telephone), Office of Executive Inspector General.

Executive Director Klein confirmed there was a quorum in light of the Governor's Emergency Declaration and Chairman Sickmeyer's determination that it is neither practical nor prudent to have an in-person meeting.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JUNE 17, 2021

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER SMITH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JUNE 17, 2021.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

In accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Thomas Klein offered an opportunity for any person to address members of the Commission.

Hearing no response, the meeting proceeded to the next agenda item.

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. Requests for 4d(3) Exemption

- Exemption Monitor Sabrina Johnson indicated that Item B was a request for a Field Compliance – Income Tax Division Manager at the Department of Revenue, a position that reports to the Audit Program Administrator, who reports to the Chief of Enforcement, who reports to the Director. This position develops, directs, and implements policies and procedures for Illinois Income Tax Program; exercises principal responsibilities; ensures procedures are in accordance with applicable laws, rules and regulations; and service as a representative for the Field Compliance, Income Tax Division. Staff recommended this exemption request be granted.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO GRANT THE 4d(3) EXEMPTION REQUEST FOR THE FOLLOWING POSITIONS:

B: Field Compliance – Income Tax Division Manager (IDOR)

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

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.
- 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)
- 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)
- F. Insurance Company Field Staff Examiner (revise)**
Insurance Company Financial Specialist (revise)
- G. Sex Offender Therapist 1 (revise)**

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)

Assistant Executive Director Andrew Barris reported that the proposed abolishments, creations, and revisions were all agreed to through collective bargaining. Except for the Insurance Analyst and Veterans' Specialist classes, none of the proposed classes required an increase in salary. Barris noted that the Insurance Analyst classes had not been changed since 1993 and the Veterans' Specialist classes had not been changed since 1975. Chris Nickols from CMS Technical Services confirmed this analysis. Barris inquired if the Clerical Trainee class intended to have the language "without further instructions" in the knowledge, skills and abilities section of the class specification considering it was just revised on January 1, 2021. Nickols confirmed that it was the correct language.

IT WAS MOVED BY COMMISSIONER ROBINSON, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE ABOLISHMENT, CREATIONS, AND REVISIONS OF THE FOLLOWING CLASS SPECIFICATIONS TO BE EFFECTIVE 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)
- 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)
- F. Insurance Company Field Staff Examiner (revise)**
Insurance Company Financial Specialist (revise)

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

- 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)

IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED 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

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IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

EXECUTIVE DIRECTOR THOMAS KLEIN ASKED IF ANY COMMISSIONERS WANTED TO GO INTO CLOSED SESSION TO DISCUSS THE PROPOSAL FOR DECISION. THERE WAS NO MOTION TO MOVE INTO CLOSED SESSION AND THE MEETING CONTINUED.

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

IT WAS MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER LUECHTEFELD, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD MAY 20, 2021.

X. 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		

IT WAS MOVED BY COMMISSIONER LUECHTEFELD, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

SICKMEYER	YES	FINCH	YES
LUECHTEFELD	YES	ROBINSON	YES
SMITH	YES		

XI. STAFF REPORT

Executive Director Thomas Klein stated that the most recent emergency declaration from the Governor’s Office indicated that public bodies should prepare for the exception to the Open Meetings Act to expire, so it is anticipated that the August meeting will be in-person.

Commissioner Luechtefeld inquired about how Illinois Department of Revenue (IDOR) is anticipating increasing staff for the Income Tax Division. The division currently has 80 employees and IDOR wants to increase it with another 40 positions. Exemption Monitor Ms. Johnson responded that IDOR indicated the additional 40 positions will be in the near future due to the division growth. The 40 positions will either be union or merit compensation titles.

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held at 11:00 a.m. on Thursday, August 19, 2021 in the Springfield office of the Commission.

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XIII. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER ROBINSON, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:24 A.M.