

August 15, 2019

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
August 15, 2019

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 607 E. ADAMS STREET, SUITE 801, SPRINGFIELD, IL

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JULY 18, 2019

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 18, 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.

V. 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	72	10
Aging	134	15
Agriculture	340	15
Arts Council	14	2
Capitol Development Board	34	0
Central Management Services	839	46
Children and Family Services	2,664	55
Civil Service Commission	4	0
Commerce & Economic Opportunity	206	39
Commerce Commission	52	0
Corrections	12,858	102
Criminal Justice Authority	51	7
Deaf and Hard of Hearing Comm	4	1
Developmental Disabilities Council	5	1
Emergency Management Agency	69	10
Employment Security	1,072	27
Environmental Protection Agency	591	17
Financial & Professional Regulation	384	46
Gaming Board	148	9
Guardianship and Advocacy	97	8
Healthcare and Family Services	1,521	29
Human Rights Commission	17	2
Human Rights Department	124	12
Human Services	12,730	84
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	1,199	57
Insurance	203	18
Investment Board	3	2
Juvenile Justice	922	30
Labor	73	10
Labor Relations Board Educational	11	3
Labor Relations Board State	14	2
Law Enforcement Training & Standards Bd.	20	3
Liquor Control Commission	37	7
Lottery	142	7
Military Affairs	134	3
Natural Resources	1,206	29
Pollution Control Board	14	2
Prisoner Review Board	22	1
Property Tax Appeal Board	35	2
Public Health	1,113	39
Racing Board	3	1
Revenue	1,412	40
State Fire Marshal	129	7
State Police	943	10
State Police Merit Board	6	2
State Retirement Systems	95	3
Transportation	2,381	3
Veterans' Affairs	1,207	10
Workers' Compensation Commission	103	12
TOTALS	45,461	841

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)

* * *

C1. Illinois Gaming Board – proposed exemption

Position Number	40070-50-69-000-10-01
Functional Title	Chief of Staff
Incumbent	Vacant
Supervisor	Administrator
Location	Cook County

C2. Illinois Gaming Board – proposed exemption

Position Number	40070-50-69-000-10-02
Functional Title	Assistant Administrator
Incumbent	Vacant
Supervisor	Administrator
Location	Cook County

C3. Illinois Gaming Board – proposed exemption

Position Number	40070-50-69-000-40-01
Functional Title	Communications Director/Public Information Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to Administrator
Location	Cook County

C4. Illinois Gaming Board – proposed exemption

Position Number	40070-50-69-800-00-01
Functional Title	Director of Policy and Special Projects
Incumbent	Vacant
Supervisor	Administrator
Location	Sangamon County

D. Illinois Department of Commerce and Economic Opportunity – proposed exemption

Position Number	40070-42-70-000-00-01
Functional Title	Deputy Director, Broadband Development
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

E. Illinois Department of Employment Security – proposed exemption

Position Number	40070-44-15-000-00-01
Functional Title	Chief Labor Relations Counsel
Incumbent	Andrew Schwartz
Supervisor	Director
Location	Cook County

F1. Illinois Department of Human Services – proposed exemption

Position Number	40070-10-00-000-20-01
Functional Title	Census Co-Coordinator
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

F2. Illinois Department of Human Services – proposed exemption

Position Number	40070-10-00-000-21-01
Functional Title	Census Co-Coordinator
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

G. Illinois Department of Innovation and Technology – proposed exemption

Position Number	40070-28-12-914-00-01
Functional Title	Enterprise Resource Planning (ERP), Mgr. of Production Support
Incumbent	Vacant
Supervisor	Enterprise Resource Planning Director who reports to the Secretary
Location	Sangamon County

H. Illinois Department of Juvenile Justice – proposed exemption

Position Number	40070-27-00-100-10-01
Functional Title	Assistant Deputy Director of Operations
Incumbent	Vacant
Supervisor	Deputy Director of Operations who reports to the Director
Location	DuPage County

11. Illinois Department of Transportation - withdrawn on August 6, 2019

Position Number	37015-23-00-000-00-01
Functional Title	Policy Advisor to the Secretary
Incumbent	Vacant
Supervisor	Secretary
Location	Cook County

12. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-00-000-00-02
Functional Title	Chief of Staff
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

13. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-00-000-00-02
Functional Title	Deputy Chief of Staff
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

14. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-00-000-00-03
Functional Title	Chief Operating Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

15. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-00-000-00-03
Functional Title	Assistant to Chief Operating officer
Incumbent	Vacant
Supervisor	Operating Officer who reports to the Chief of Staff who reports to the Secretary
Location	Sangamon County

16. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-05-000-00-01
Functional Title	Deputy Chief Internal Auditor
Incumbent	Vacant
Supervisor	Chief Internal Auditor who reports to the Secretary
Location	Sangamon County

17. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-10-000-00-01
Functional Title	Director of Planning and Programming
Incumbent	Vacant
Supervisor	Deputy Secretary of Project Implementation who reports to the Chief of Staff, who reports to the Secretary
Location	Sangamon County

18. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-10-000-10-01
Functional Title	Deputy Director of Planning and Programming
Incumbent	Vacant
Supervisor	Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation who reports to the Chief of Staff, who in turn reports to the Secretary
Location	Sangamon County

19. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-10-400-00-01
Functional Title	Bureau Chief, Programming
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming, who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who in turn reports to the Chief of Staff, who finally reports to the Secretary
Location	Sangamon County

I10. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-10-700-00-01
Functional Title	Bureau Chief, Innovation Project Delivery
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming, who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who in turn reports to the Chief of Staff, who finally reports to the Secretary
Location	Sangamon County

I11. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-10-800-00-01
Functional Title	Bureau Chief, Data Collection
Incumbent	Vacant
Supervisor	Deputy Director of Planning and Programming, who reports to the Director of Planning and Programming, who reports to the Deputy Secretary of Project Implementation, who in turn reports to the Chief of Staff, who finally reports to the Secretary
Location	Sangamon County

I12. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-15-000-00-01
Functional Title	Director of Legislative Affairs
Incumbent	Vacant
Supervisor	Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who reports to the Secretary
Location	Cook County

I13. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-000-00-01
Functional Title	Chief Counsel
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

I14. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-100-00-01
Functional Title	Bureau Chief, Claims
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

I15. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-200-00-01
Functional Title	Deputy Chief Counsel-Downstate
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Sangamon County

I16. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-201-00-01
Functional Title	Senior Assistant Chief Counsel-Development
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

I17. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-202-00-01
Functional Title	Senior Assistant Chief Counsel-Implementation
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

I18. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-203-00-01
Functional Title	Senior Assistant Chief Counsel for Ethics
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

I19. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-204-00-01
Functional Title	Senior Assistant Chief Counsel-Labor Relations/Personnel
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Sangamon County

I20. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-300-00-01
Functional Title	Deputy Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Chief Counsel who reports to the Secretary
Location	Cook County

I21. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-30-300-10-01
Functional Title	Senior Assistant Chief Counsel-Chicago
Incumbent	Vacant
Supervisor	Deputy Chief Counsel who reports to the Chief Counsel who reports to the Secretary
Location	Cook County

I22. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-35-000-00-01
Functional Title	Director of Communications
Incumbent	Vacant
Supervisor	Deputy Secretary of Communications and Legislative Affairs who reports to the Chief of Staff who reports to the Secretary
Location	Sangamon County

I23. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-35-100-00-01
Functional Title	Bureau Chief, Communication Services
Incumbent	Vacant
Supervisor	Director of Communications who reports to the Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who in turn reports to the Secretary
Location	Sangamon County

I24. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-35-200-00-01
Functional Title	Bureau Chief, Programs, Project and Safety Outreach
Incumbent	Vacant
Supervisor	Director of Communications who reports to the Deputy Secretary of Communications and Legislative Affairs, who reports to the Chief of Staff, who in turn reports to the Secretary
Location	Cook County

I25. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-002-00-01
Functional Title	Labor Relations Manager
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

I26. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-100-00-01
Functional Title	Bureau Chief, Budget and Fiscal Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

I27. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-200-00-01
Functional Title	Bureau Chief, Information Processing, Chief Information Officer
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

I28. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-300-00-01
Functional Title	Bureau Chief, Personnel Management
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

129. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-800-00-01
Functional Title	Bureau Chief, Business Services
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

130. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-40-900-00-01
Functional Title	Bureau Chief, Investigations and Compliance
Incumbent	Vacant
Supervisor	Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

131. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-40-901-00-01
Functional Title	Section Chief, Investigations
Incumbent	Vacant
Supervisor	Bureau Chief, Investigations and Compliance, who reports to the Director of Finance and Administration who reports to the Secretary
Location	Sangamon County

132. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-45-000-00-01
Functional Title	Director, Office of Business & Workforce Diversity
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

133. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-45-100-00-01
Functional Title	Bureau Chief, Small Business Enterprises
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff who reports to the Secretary
Location	Sangamon County

I34. Illinois Department of Transportation – proposed exemption

Position Number	37015-23-45-200-00-01
Functional Title	Bureau Chief, Civil Rights
Incumbent	Vacant
Supervisor	Director of Business & Workforce Diversity who reports to the Chief of Staff who reports to the Secretary
Location	Cook County

I35. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-51-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Cook County

I36. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-52-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Lee County

I37. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-53-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	LaSalle County

I38. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-54-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Peoria County

I39. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-55-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Edgar County

I40. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-56-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Sangamon County

I41. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-57-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Effingham County

I42. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-58-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Madison County

I43. Illinois Department of Transportation – proposed exemption

Position Number	40070-23-59-100-00-01
Functional Title	Administrative Manager
Incumbent	Vacant
Supervisor	Region I Engineer who reports to the Director of Highways Project Implementation, who reports to the Deputy Secretary of Project Implementation, who in return reports to the Chief of Staff, who finally reports to the Secretary
Location	Jackson County

J. Illinois Civil Service Commission – proposed exemption

Position Number	40070-30-00-000-00-01
Functional Title	Executive Director
Incumbent	Vacant
Supervisor	Chairman, Civil Service Commission
Location	Cook

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]. The inquiry conducted by DCMS, OEIG’s HEM and the Shakman Special Master revealed that the positions referenced [above] perform duties and exercise sufficient authority that they should be at will.”

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

- C1: Chief of Staff (IGB)**
- C2: Assistant Administrator (IGB)**
- C3: Communications Director/Public Information Officer (IGB)**

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- C4: Director of Policy and Special Projects (IGB)**
- D: Deputy Director, Broadband Development (CEO)**
- E: Chief Labor Relations Counsel (DES)**
- F1: Census Co-Coordinator (DHS)**
- F2: Census Co-Coordinator (DHS)**
- G: ERP Manager of Production Support (DoIT)**
- H: Assistant Deputy Director of Operations (DJJ)**
- ~~H: Policy Advisor to the Secretary (DOT)~~ Withdrawn on August 6, 2019**
- I2: Chief of Staff (DOT)**
- I3: Deputy Chief of Staff (DOT)**
- I4: Chief Operating Officer (DOT)**
- I5: Assistant to Chief Operating Officer (DOT)**
- I6: Deputy Chief Internal Auditor (DOT)**
- I7: Director of Planning and Programming (DOT)**
- I8: Deputy Director of Planning and Programming (DOT)**
- I9: Bureau Chief, Programming (DOT)**
- I10: Bureau Chief, Innovation Project Delivery (DOT)**
- I11: Bureau Chief, Data Collection (DOT)**
- I12: Director of Legislative Affairs (DOT)**
- I13: Chief Counsel (DOT)**
- I14: Bureau Chief, Claims (DOT)**
- I15: Deputy Chief Counsel-Downstate (DOT)**
- I16: Senior Assistant Chief Counsel-Development (DOT)**
- I17: Senior Assistant Chief Counsel-Implementation (DOT)**
- I18: Senior Assistant Chief Counsel for Ethics (DOT)**
- I19: Senior Assistant Chief Counsel-Labor Relations/Personnel (DOT)**
- I20: Deputy Chief Counsel-Chicago (DOT)**
- I21: Senior Assistant Chief Counsel-Chicago (DOT)**
- I22: Director of Communications (DOT)**
- I23: Bureau Chief, Communication Services (DOT)**
- I24: Bureau Chief, Programs, Project, and Safety Outreach (DOT)**

- I25: Labor Relations Manager (DOT)**
- I26: Bureau Chief, Budget and Fiscal Management (DOT)**
- I27: Bureau Chief, Information Processing, Chief Information Officer (DOT)**
- I28: Bureau Chief, Personnel Management (DOT)**
- I29: Bureau Chief, Business Services (DOT)**
- I30: Bureau Chief, Investigations and Compliance (DOT)**
- I31: Section Chief, Investigations (DOT)**
- I32: Director, Office of Business and Workforce Diversity (DOT)**
- I33: Bureau Chief, Small Business Enterprises (DOT)**
- I34: Bureau Chief, Civil Rights (DOT)**
- I35: Administrative Manager (DOT)**
- I36: Administrative Manager (DOT)**
- I37: Administrative Manager (DOT)**
- I38: Administrative Manager (DOT)**
- I39: Administrative Manager (DOT)**
- I40: Administrative Manager (DOT)**
- I41: Administrative Manager (DOT)**
- I42: Administrative Manager (DOT)**
- I43: Administrative Manager (DOT)**
- J: Executive Director (CSC)**

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;

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- 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 revision by the Director of the Illinois Department of Central Management Services:

B. Apparel/Dry Goods Specialist 1

Apparel/Dry Goods Specialist 2

Apparel/Dry Goods Specialist 3

Audio Visual Technician 2

Corrections Identification Technician

Corrections Laundry Manager 1

Corrections Laundry Manager 2

Corrections Transportation Officer 1

Corrections Transportation Officer 2

Intermittent Laborer (Maintenance)

Laundry Manager 1

Microfilm Operator 1

Microfilm Operator 2

Microfilm Operator 3

Physical Therapy Aide 2

Physical Therapy Aide 3

Property and Supply Clerk 2

Property and Supply Clerk 3

Race Track Maintainer 1

Race Track Maintainer 2

Transportation Officer

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 a particular area) may be considered to 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.

This study involved a significant number of job classes. The work and reporting was split into groups defined according to a class' collective bargaining status to make processing more manageable. Most of the classes reviewed for inclusion are represented in this report or another like it that is being processed contemporaneously. There are still other classes that were considered part of this study at its inception were removed for one reason or another and will be collected and processed at a later date."

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WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON SEPTEMBER 1, 2019?

- B. Apparel/Dry Goods Specialist 1**
- Apparel/Dry Goods Specialist 2**
- Apparel/Dry Goods Specialist 3**
- Audio Visual Technician 2**
- Corrections Identification Technician**
- Corrections Laundry Manager 1**
- Corrections Laundry Manager 2**
- Corrections Transportation Officer 1**
- Corrections Transportation Officer 2**
- Intermittent Laborer (Maintenance)**
- Laundry Manager 1**
- Microfilm Operator 1**
- Microfilm Operator 2**
- Microfilm Operator 3**
- Physical Therapy Aide 2**
- Physical Therapy Aide 3**
- Property and Supply Clerk 2**
- Property and Supply Clerk 3**
- Race Track Maintainer 1**
- Race Track Maintainer 2**
- Transportation Officer**

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

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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?

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IX. RECONVENE THE REGULAR OPEN MEETING

X. INTERLOCUTORY APPEALS

DA-27-19

Employee	Michael R. DeWitt	Appeal Date	4/12/19
Agency	Corrections	Decision Date	7/22/19
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.
ALJ	Andrew Barris		

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

RV-22-19

Employee	Roberta Vojas	Appeal Date	3/20/19
Agency	Human Services	Decision Date	7/31/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.
ALJ	Andrew Barris		

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

RV-31-19

Employee	Jeffrey Brown	Appeal Date	6/12/19
Agency	Not Named	Decision Date	7/31/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; default (failure to file requested information).
ALJ	Andrew Barris		

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

August 15, 2019

XI. APPEALS TERMINATED WITHOUT DECISIONS ON THE MERITS

S-2-20

Employee	Ryan T. Griggs	Appeal Date	7/08/19
Agency	Human Services	Decision Date	8/01/19
Appeal Type	Suspension	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

RV-26-19

Employee	Andrew J. Kajtsa	Appeal Date	4/12/19
Agency	Human Services	Decision Date	8/01/19
Appeal Type	Rule Violation	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.
ALJ	Andrew Barris		

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

XII. RECOGNITION OF DANIEL STRALKA FOR 16 YEARS OF SERVICE AS EXECUTIVE DIRECTOR

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Thursday, September 19, 2019 in the Chicago and Springfield offices of the Commission by interactive video conference.

XV. MOTION TO ADJOURN