

September 17, 2020

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
SEPTEMBER 17, 2020

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 AUGUST 20, 2020

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD AUGUST 20, 2020?

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 Emergency Management Agency – proposed exemption

Position Number	40070-50-17-040-20-01
Functional Title	Bureau Chief of Recovery Operations
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

C. Illinois Pollution Control Board – proposed exemption

Position Number	40070-50-80-000-00-05
Functional Title	Chief Fiscal Officer
Incumbent	Vacant
Supervisor	Chairman
Location	Sangamon County

D1. Illinois Department of Public Health – proposed exemption

Position Number	40070-20-02-100-00-81
Functional Title	Deputy General Counsel
Incumbent	Rukhaya Alikhan
Supervisor	General Counsel who reports to the Director
Location	Cook County

D2. Illinois Department of Public Health – proposed exemption

Position Number	40070-20-02-150-00-01
Functional Title	Deputy General Counsel
Incumbent	Vacant
Supervisor	General Counsel who reports to the Director
Location	Sangamon County

D3. Illinois Department of Public Health – proposed exemption

Position Number	40070-20-82-000-00-81
Functional Title	Division Chief for Contact Tracing
Incumbent	Vacant
Supervisor	Deputy Director of Disease Control who reports to the Director
Location	Cook County

D4. Illinois Department of Public Health – proposed exemption

Position Number	40070-20-83-000-00-81
Functional Title	Division Chief for Testing
Incumbent	Vacant
Supervisor	Deputy Director of Disease Control who reports to the Director
Location	Cook County

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

- B: Bureau Chief of Recovery Operations (EMA)**
- C: Chief Fiscal Officer (PCB)**
- D1: Deputy General Counsel (DPH)**
- D2: Deputy General Counsel (DPH)**
- D3: Division Chief for Contact Tracing (DPH)**
- D4: Division Chief for Testing (DPH)**

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. Corrections Medical Technician (abolish)
Licensed Practical Nurse-Corrections (create)

CMS Classification Analysis: “The Department of Corrections (DOC) has requested a change to the title of the Corrections Medical Technician class specification. The agency and the union have acknowledged difficulty in recruiting for these positions and would like to change the title of the class to indicate more clearly to potential applicants that the positions are Licensed Practical Nurses, in the hopes that this recognition will encourage more eligible persons to apply. Thus, the title of the class is proposed to change from Corrections Medical Technician to Licensed Practical Nurse–Corrections.

The Department of Central Management Services has agreed to this revision and other small updates to clarify the content and adjust outdated references where appropriate. We submit these changes to improve the DOC’s ability to fill vacancies for this class and CMS’ ability to administer the position classification plan for the State of Illinois.”

WILL THE COMMISSION APPROVE THE ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON OCTOBER 1, 2020?

B. Corrections Medical Technician (abolish)
Licensed Practical Nurse-Corrections (create)

C. Registered Nurse 2 (revise)

CMS Classification Analysis: “The Department of Human Services (DHS) needs a facility wide infection control coordinator position at each of the State Operated Developmental Center (SODC) that the agency manages. Positions that perform these functions exist in some SODC, but not all. The Registered Nurse II (RN 2) class specification has infection control duties as a distinguishing feature of work of the class and RN 2 positions function in this role for DHS. The agency seeks to add a requirement for Certification in Infection Prevention and Control (CIC) to the Registered Nurse 2 class specification so that it may seek this requirement for their infection control positions.

Since this credential would only apply to the SODC infection control coordinator positions at DHS, we propose that ‘Some positions may require Certification in Infection Prevention and Control (CIC). The CIC credential is awarded by the Certification Board of Infection Control and Epidemiology, Inc. (CBIC).’ be added to the Registered Nurse 2 class specification’s Desirable Requirements Education and Experience section. The Department of Veterans Affairs and the Department of Public Health also make use of RN 2 positions and were consulted on this proposal and have expressed their consent.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON OCTOBER 1, 2020?

C. Registered Nurse 2

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.

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?

September 17, 2020

IX. RECONVENE THE REGULAR OPEN MEETING

X. INTERLOCUTORY APPEAL

DA-1-21

Employee	Yolanda M. Villa	Appeal Date	7/02/20
Agency	Veterans' Affairs	Decision Date	9/04/20
Appeal Type	Discharge	Proposal for Decision	Dismissed subject to approval of Commission; default for failure to appear at hearing.
ALJ	Andrew Barris		

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

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

RV-1-20

Employee	Christine A. Roland	Appeal Date	7/05/19
Agency	Central Management Services and Corrections	Decision Date	9/04/20
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?

RV-11-20

Employee	Joshua Christine	Appeal Date	9/23/19
Agency	Central Management Services and Corrections	Decision Date	9/04/20
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?

September 17, 2020

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, October 15, 2020 in the Springfield office of the Commission.

XIV. MOTION TO ADJOURN