

September 17, 2021

REGULAR MEETING AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
SEPTEMBER 17, 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 AUGUST 19, 2021

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD AUGUST 19, 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. 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.

The following class titles were submitted for abolishment, creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

**B. Chaplain 1 (revise)  
Chaplain 2 (revise)**

**CMS Classification Analysis:** The Department of Corrections (DOC) requested an update to the Education and Experience section of the Chaplain I and Chaplain II class specifications. The education requirement indicated in both classes is a Bachelor of Divinity degree. Research revealed that this degree is no longer considered viable as the standard professional degree for graduates of a theological seminary. It has been superseded by the Master of Divinity, which is the degree awarded upon completion of a post-graduate program after a bachelor's degree is achieved in another discipline. Other revisions to the content of these classes are proposed to reflect modern terminology and cultural standards and are presented in the draft class specifications that are included as part of this report.

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

**B. Chaplain 1 (revise)  
Chaplain 2 (revise)**

**C. Residential Care Worker Trainee (revise)**

**CMS Classification Analysis:** The Department of Human Services (DHS) requested a change to the training program and class specifications of the Residential Care Worker Trainee class. The Illinois School for the Deaf employs Residential Care Worker Trainees (RCWT) and as part of the training program for RCWT, has included teaching incumbents American Sign Language (ASL) to improve their skill sets and effectiveness in providing services and accommodation to their client population. In recognition that this training is comprehensive, and that it may take different employees longer to acquire the skills they need to reach the target title of Residential Care Worker, DHS would like to extend the training program duration from a maximum of 12 months to a maximum of 18 months. This will allow adequate time to train new hires, and the agency wishes to avoid losing individuals during training due to a training program time limit that is now a barrier to retention.

Expansions of the training program provides reasonable consideration to variability in work schedules and the sometimes-cyclical availability of training which can affect the accumulation of the experience for trainee employees which the programs are designed to deliver. We recommend the revision to the Residential Care Worker Trainee class specifications which is described above and attached to this report for reference.

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

**C. Residential Care Worker Trainee (revise)**

**D. Pension and Death Benefits Technician I (abolish)**  
**Pension and Death Benefits Technician II (abolish)**  
**Retirement System Benefits Technician I (establish)**  
**Retirement System Benefits Technician II (establish)**

**CMS Classification Analysis:** Per request from the State Retirement System (SRS), two new titles were developed, Retirement System Benefits Technician I (RSBT I) and Retirement System Benefits Technician II (RSBT II), to replace the proposed-to-be abolished Pension and Death Benefits Technician I and Pension and Death Benefits Technician II classes. The new RSBT I and RSBT II classes are proposed to be broader to include all areas of retirement benefits coordination responsibilities. The RSBT I class determines eligibility and administers pension, death, disability and other SRS benefits. The RSBT II class handles the more complex cases of eligibility determination and benefits coordination including advanced calculations and exchange of information with other retirement systems. These new classes are being modernized from their original drafting several decades ago as they now perform more technical work, incorporating newer programs and modernized workflows that the original Pension and Death Benefits Technician I and Pension and Death Benefits Technician II class specifications do not reflect. The successor classes reflect more advanced work and are more uniform for use in all areas in the agency. They also retain a career arc for advancement through the agency.

September 17, 2021

The one year of work experience requirement in the Pension and Death Benefits Technician I class specification has been left out of the RSBT I class specification because in the experience of the SRS, this requirement was limiting the pool of candidates and making it difficult to fill vacant positions.

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

- D. Pension and Death Benefits Technician I (abolish)**
- Pension and Death Benefits Technician II (abolish)**
- Retirement System Benefits Technician I (establish)**
- Retirement System Benefits Technician II (establish)**

**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, 2021

IX. RECONVENE THE REGULAR OPEN MEETING

X. APPROVAL OF MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD AUGUST 19, 2021

**WILL THE COMMISSION APPROVE THE MINUTES OF THE CLOSED PORTION OF THE REGULAR MEETING HELD AUGUST 19, 2021?**

XI. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

**DA-20-21**

|             |                      |                       |                                                     |
|-------------|----------------------|-----------------------|-----------------------------------------------------|
| Employee    | Conner C. Kirkwood   | Appeal Date           | 04/02/2021                                          |
| Agency      | Dept. of Corrections | Decision Date         | 09/02/2021                                          |
| Appeal Type | Discharge            | Proposal for Decision | 90-day suspension plus suspension pending discharge |
| ALJ         | Andrew Barris        |                       |                                                     |

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

**RV-26-21**

|             |                  |                       |               |
|-------------|------------------|-----------------------|---------------|
| Employee    | Carlos Ocampo    | Appeal Date           | 05/12/2021    |
| Agency      | Dept. of Revenue | Decision Date         | 09/02/2021    |
| Appeal Type | Rules Violation  | Proposal for Decision | No violation. |
| ALJ         | Thomas Klein     |                       |               |

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

**RV-28-21**

|             |                       |                       |               |
|-------------|-----------------------|-----------------------|---------------|
| Employee    | R.C. Wiggs            | Appeal Date           | 06/10/2021    |
| Agency      | Illinois State Police | Decision Date         | 09/02/2021    |
| Appeal Type | Rules Violation       | Proposal for Decision | No violation. |
| ALJ         | Thomas Klein          |                       |               |

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

September 17, 2021

**DA-1-22**

|             |                                       |                       |                     |
|-------------|---------------------------------------|-----------------------|---------------------|
| Employee    | Darin W. Herman                       | Appeal Date           | 07/06/2021          |
| Agency      | Dept. of Healthcare & Family Services | Decision Date         | 09/02/2021          |
| Appeal Type | Discharge                             | Proposal for Decision | Employee reinstated |
| ALJ         | Thomas Klein                          |                       |                     |

**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, October 21, 2021 in the Springfield office of the Commission.**

XIV. MOTION TO ADJOURN