

December 16, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
DECEMBER 16, 2004

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LASALLE, SUITE S-901, CHICAGO, ILLINOIS

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD NOVEMBER 18, 2004

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 18, 2004?

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	154	5
Agriculture	506	18
Arts Council	20	1
Capitol Development Board.....	16	0
Central Management Services.....	1310	112
Children and Family Services	3479	41
Civil Service Commission.....	5	0
Commerce & Econ. Opportunity.....	484	60
Commerce Commission	58	0
Corrections	14,319	114
Criminal Justice Authority	77	5
Deaf and Hard of Hearing Comm.	7	1
Developmental Disabilities Council.....	8	1
Elections Board	56	1
Emergency Management Agency.....	111	2
Employment Security	1969	25
Environmental Protect. Agency.....	1139	15
Fin. & Prof. Regulation	873	35
Guardianship and Advocacy	110	6
Historic Preservation Agency.....	208	7
Human Rights Commission.....	11	2
Human Rights Department.....	132	7
Human Services.....	15,535	61
Industrial Commission	168	7
Investment Board	3	1
Labor	78	7
Labor Relations Board Educational.....	16	2
Labor Relations Board Local	1	0
Labor Relations Board State.....	18	2
Law Enforce. Trng. & Standard Bd.....	24	1
Medical District Comm.	2	0
Military Affairs	146	3
Natural Resources	1606	28
Pollution Control Board	26	3
Prisoner Review Board.....	23	0
Property Tax Appeal Board.....	24	2
Public Aid.....	2314	21
Public Health	1155	28
Revenue.....	2159	56
State Fire Marshal	138	7
State Police.....	1516	5
State Police Merit Board	5	1
State Retirement System	83	1
Transportation	3020	1
Veterans Affairs	1198	2
TOTALS	54,310	697

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the November 18, 2004 meeting until December 16, 2004.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-340-01-01
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

- 1) The Manager of Real Property Transactions reports to the Manager of Transactions and Property Administration (MTPA) who in turn reports to the Deputy Director of Property Management for Central Management Services.
- 2) This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of real property disposition and acquisition statewide which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
- 3) This position serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with prospective clients, property owners and their representatives in the disposition of surplus properties and the acquisition of new properties possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS and the client agencies to bind the agency to commitments in the development and negotiation of dispositions and acquisitions consisting of an annual disposition income/acquisition spend portfolio of approximately \$15 - \$25 million (primarily consisting of disposition income due to migration towards the increased economy in many cases of leased real estate versus owned real estate) thereby impacting the economy and operational efficiency of all agencies, boards and commissions occupying and or utilizing state-owned facilities and properties statewide. Also impacting the economy and efficiency of operations in addition to the real property

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

income and expenditure budget for which this position is responsible, the Transactions Financial Analysis staff which this position manages is responsible for the provision of financial, market, lease versus by analyses, property valuation and comparable properties studies and the development of financial models to analyze property transactions for all real property transactions and also the most monetarily substantial leases negotiated by the Bureau Transactions Managers.

- 4) This position plans and programs the activities of other divisions in Property Management, senior management of all client agencies statewide which occupy and /or utilize owned facilities and properties, prospective clients, property owners and their representatives in the development, execution and implementation of dispositions and acquisitions of facilities and properties integrating the plans and projections of these related entities, and schedules projected work activities of those entities in the transaction process during the negotiation and execution of the sale and purchase of facilities and properties.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-340-01-01
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

D. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the November 18, 2004 meeting until December 16, 2004.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-330-01-02
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) The Manager of Transactions – Central and Southern Regions reports to the Manager of Transactions and Property Administration who in turn reports to the Deputy Director of Property Management for Central Management Services.
- 2) This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of leases for the Central and Southern Regions to accommodate geographically varying real estate economics, leasing regulations and client agencies' operational requirements in these Regions which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
- 3) This position serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with property owners, landlords and their representatives in the leasing of all new properties and the restructuring of existing leasing arrangements, possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS and the client agencies to bind the agency to commitments in the development and negotiations of leases consisting of an annual spend portfolio of approximately \$40 million thereby impacting the economy and efficiency of operations of all agencies, boards and commissions occupying leased facilities located in these Regions.
- 4) This position plans and programs the activities of other divisions in Property Management, senior management of all Central and Southern Region client agencies, property owners and their representatives in the development, execution and implementation of leases for facilities integrating the plans and projections of these related entities and schedules projected work activities of those entities in the lease transaction process during the initial development of lease specifications, the lease negotiation and execution process.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-330-01-02
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Sangamon County

E. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the November 18, 2004 meeting until December 16, 2004.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-310-01-02
Bureau / Division:	Bureau Of Property Management / Transactions and Property Administration
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- 1) The Manager of Transactions – Chicago and Northern Regions reports to the Manager of Transactions and Property Administration who in turn reports to the Deputy Director of Property Management for Central Management Services.
- 2) This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of leases for the Chicago and Northern Regions to accommodate geographically varying real estate economics, leasing regulations and client agencies' operational requirements in these Regions which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
- 3) This position serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with property owners, landlords and their representatives in the leasing of all new properties and the restructuring of existing leasing arrangements possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS and the client agencies to bind the agency to commitments in the development and negotiations of leases consisting of an annual spend portfolio of approximately \$40 million thereby impacting the economy and operational efficiency of all agencies, boards and commissions occupying leased facilities located in these Regions.
- 4) This position plans and programs the activities of other divisions in Property Management, senior management of all Chicago and Northern Region client agencies, property owners and their representatives in the development, execution and implementation of leases for facilities integrating the plans and projections of these related entities and schedules projected work activities of those entities in the lease transaction process during the initial development of lease specifications, the lease negotiation and execution process.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

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

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-310-01-02
Bureau/Division: Bureau Of Property Management / Transactions and
Property Administration
Incumbent: Vacant
Supervisor: Manager of Transactions and Property Administration
Location: Cook County

F. **Central Management Services - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-10-02
Bureau/Division: Chief Operating Officer's Office
Incumbent: Vacant
Supervisor: Chief Operating Officer
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. The Deputy Chief Operating Officer reports to the Chief Operating Officer who exercises full line authority under the Director and is responsible for performing duties clearly distinct and separate from other Deputy Directors and statutorily appointed Assistant Directors.
2. The Deputy Chief Operating Officer performs policy-making, project managing, spokesperson, facilitative and review functions for all key strategic objectives for the Chief Operating Officer's organization within CMS including the Bureaus of Communication and Computer Services, Strategic Sourcing and Procurement, Property Management, Benefits, Support Services, the Office of Finance and the Program Management Office which fixes objectives and state principles to control action toward operating objectives of multiple Bureaus, Offices and Divisions within CMS and impacting all agencies, boards and commissions under the jurisdiction of the Governor.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. The Deputy Chief Operating Officer possesses significant authority when acting in the capacity of the Chief Operating Officer to bind the agency to courses of action and to commit and reallocate agency resources on issues in the course of serving as representative on behalf of the Chief Operating Officer in agency meetings involving high level policy and administrative decisions subject to review by the Chief Operating Officer; also serves as spokesperson for the Chief Operating Officer to all agencies, boards and commissions and other concerned parties explaining and interpreting CMS programs and services.
4. This position manages efforts of all Bureaus, Offices and Divisions in the Chief Operating Officer's organization including the Bureaus of Communication and Computer Services, Strategic Sourcing and Procurement, Property Management, Benefits, Support Services, the Office of Finance and the Program Management Office in the development, implementation and monitoring of all key strategic objectives which involves the planning and programming of departmental activities and integrating the plans and projections of related organizational entities and the scheduling of projected work programs for those entities which impact all agencies, boards and commissions under the jurisdiction of the Governor.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Dawn DeFraties in the Bureau of Personnel at 524-8773.

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-10-02
Bureau/Division:	Chief Operating Officer's Office
Incumbent:	Vacant
Supervisor:	Chief Operating Officer
Location:	Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

G. Department of Corrections - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Corrections.

COPY

Dear Director Rumman:

The Illinois Department of Corrections is requesting the 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-11-300-00-01
Division:	Finance and Administration/Information Services
Incumbent:	Vacant
Supervisor:	Deputy Director of Finance and Administration
Location:	Sangamon County

The Information Services Manager is a principal policy-formulating administrator who reports directly to the Deputy Director of Finance and Administration. This position has authority to commit the Agency's resources or operational actions for the Department's statewide information services.

The Information Services Manager formulates and implements statewide policies, procedures and establishes short-term and long-term goals and objectives, directing the analysis of the Department's management information systems. Additionally, this position serves as the Department's spokesperson and the Director's primary advisor relative to the Department's computerized information systems and independently negotiates vendor contracts.

The position description, Rutan Determination Form, organizational chart depicting the reporting structure and subordinate staff are attached to assist you in your review. If you have any questions regarding this request, please contact James Reinhart at 217-522-2666.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

CMS Recommendation

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-11-300-00-01
Division:	Finance and Administration/Information Services
Incumbent:	Vacant
Supervisor	Deputy Director of Finance and Administration
Location:	Sangamon County

H. Department of Financial and Professional Regulation - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Financial and Professional Regulation.

COPY

Dear Director Rumman:

Enclosed is a job description for the following Senior Public Service Administrator position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-10-305-00-01
Division:	Chicago Commercial Bank Supervision Division
Incumbent:	Richard Brunskill
Supervisor:	SPSA 40070-13-10-300-00-01
Location:	Cook County

This position within the Department of Financial and Professional Regulation, Division of Banks and Real Estate, which serves as the Manager of the Chicago Commercial Bank Supervision Division. This is a senior staff position that involves responsibility for the determination and implementation of policy. As such, this position meets the

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the enclosed job description and make a favorable recommendation to the Civil Service Commission that this position be placed on the agenda for consideration of 4d(3) exemption at the Commission's regularly scheduled meeting to be held on December 16, 2004.

Should you have any questions regarding this request, contact Richard Foxman, Human Resources Director at 217/785-0816.

END OF COPY

CMS Recommendation

Although this position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-10-305-00-01
Division:	Chicago Commercial Bank Supervision Division
Incumbent:	Richard Brunskill
Supervisor:	SPSA 40070-13-10-300-00-01
Location:	Cook County

I. **Illinois Historic Preservation Agency - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Department of Financial and Professional Regulation.

COPY

Dear Director Rumman:

The Illinois Historic Preservation Agency is requesting a 4d(3) exemption from the Personnel Code for the following Senior Public Service Administrator in the Director's Office:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-48-00-100-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position will act as the Chief Fiscal Officer and will be responsible for overseeing the fiscal/budget/accounting services and general services for the Illinois State Historic Preservation Agency (IHPA), which includes the Abraham Lincoln Presidential Library and Museum (ALPLM). We feel that this position meets the criteria for exemption from 4d(3) of the Personnel code in that it:

- 1) The position reports directly to the Director of the Illinois Historic Preservation Agency.
- 2) Acts with full authority of the Director of the Agency in establishing, developing, and implementing fiscal/accounting/budget policies and procedures that will maximize the IHPA and ALPLM fiscal resources while ensuring that the Agency complies with all applicable State and Federal laws.
- 3) The position makes decisions in exercising principle responsibility for a major fiscal/budget management and general services programs for the Agency, which includes the Abraham Lincoln Presidential Library and Museum.
- 4) Establishes, develops, and implements policies and makes decisions in exercising principal responsibility for a major agency program.

If you have any questions or need additional information for consideration of our request, please feel free to contact Ednita Murdock, Human Resource Administrator at 217/785-4674.

CMS Recommendation

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

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

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-48-00-100-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

J. **Department On Aging – Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Department On Aging.

COPY

Dear Director Rumman:

I am requesting the establishment of a 4d(3) exemption to serve as the Personnel Manager of the Office of Human Resources within the Executive Office. A position description is attached and describes a Public Service Administrator, Opt. 1, with responsibility for developing and implementing policy for the Office of Human Resources within the Executive Office.

Position Title: Public Service Administrator
Position Number: 37015-47-00-000-00-02
Division: Executive Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

I appreciate your prompt consideration of this request.

END OF COPY

CMS Recommendation

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

December 16, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

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

Position Title: Public Service Administrator
Position Number: 37015-47-00-000-00-02
Division: Executive Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

K. Department of Human Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Human Services.

Position Title: Public Service Administrator
Position Number: 37015-10-00-800-10-01
Division: Office of Grants Administration
Incumbent: Vacant
Supervisor: Director of the Office of Grants Administration
Location: Cook County

COPY

Dear Director Rumman:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and Family Services, Public Aid and Public Health. The Department of Human Services (DH) has a FY04 approved head count of 16,108 positions. We currently have 15,851 employees located in all 102 counties, employed at leased offices as well as 17 mental health and developmental disabilities facilities, a treatment and detention facility and 4 residential schools.

The Office of Grants Administration Office has responsibility for the department standardization of applying for funds in order to receive grant awards and to ensure grant dollars are properly spent. The Department has historically used various methods for application, acquisition and management of government, foundation and corporate

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

grant awards. Through the Office of Grants Administration these activities will be streamlined and administered.

The Special Management Assistant (Public Service Administrator) to the Director of the Office of Grants Administration will assist in providing quality control, as plans to administer grants are coordinated with our programs and operations, bureaus and divisions. The Special Management Assistant will provide guidance regarding fiscal, budget, human resource and legal matters relative to grant activities and the manner in which grant funding policies are carried out. This position will assist in the planning, policy and programming activities mandated by legislation, regulations and the Secretary, as well as evaluate and establish policies and procedures in the administering of the Office of Grants Administration, and serve as primary liaison between the Office, Executive and Administrative staff in the coordination, development, implementation, and administration of the Office's programs for the Department. This position will serve as a valuable resource in seeking support from all available funding sources, and in these times of budget constraints and budget cut backs is crucial to the Department and its customers.

Due to the statutory requirements, the scope of the discretion and scope of decision-making mandates the position be 4d(3) exempt. As stated in the Personnel Code, Section 4d. Partial exemptions:

"The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which our policies are carried out,....."

The Department of Human Services requests the Special Management Assistant in the Office of Grants Administration be made 4d(3) exempt due to the statutory requirements and administrative responsibility for the determination of policy and principal administrative responsibility for the way in which our grant funding policies are carried out. The actions of this position are subject only to the Director of the Office of Grants Administration and the Secretary, an appointed official.

Thank you for your consideration of our request to extend 4d(3) exemption to the Public Service Administration position 37015-10-00-800-10-01.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

CMS Recommendation

Although this position reports to the Grants Program Administrator, which in turn reports to the Secretary, it is not vested with the programmatic authorities found in other 4d(3) exempt positions. Instead, this position serves in an assistant capacity to the Grants Program Administrator, which holds administrative authority for the program. In light of such factors, I do not recommend 4d(3) exemption for this position.

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

Position Title:	Public Service Administrator
Position Number:	37015-10-00-800-10-01
Division:	Office of Grants Administration
Incumbent:	Vacant
Supervisor:	Director of the Office of Grants Administration
Location:	Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

VI. RECONVENE MEETING

December 16, 2004

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of November 30, 2004.

	<u>10/31/04</u>	<u>11/30/04</u>
Central Management Services	8	9
Children & Family Services	3	1
Comm. & Econ. Opportunity	2	3
Environmental Protection	1	0
Historic Preservation	16	2
Human Services	1	3
Natural Resources	9	11
Public Aid	4	3
Public Health	1	2
State Retirement Systems	1	1
Transportation	1	3
Totals	46	38

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• **DISCHARGE**

DA-98-04

Respondent	James D. Kline	Appeal Date	6/04/04
Agency	Human Services	Decision Date	12/03/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Abuse Of Time.	Recommended Decision On Remand	Charges Proven; Discharge Recommended

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISCHARGE**

DA-60-04

Respondent	Alvin Bond	Appeal Date	4/16/04
Agency	DOT	Decision Date	12/03/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Abuse of Time.	Recommended Decision On Remand	Charges Partially Proven; Discharge Recommended

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISCHARGE**

DA-82-04

Respondent	Raymond Douglas	Appeal Date	2/23/04
Agency	CMS	Decision Date	12/07/04
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge	Information Technology Violation; Misuse Of State Property; Conduct Unbecoming.	Recommended Decision	Charges Partially Proven; Discharge Recommended.

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

- **DISCHARGE**
DA-15-05

Respondent	Patricia Sprehe	Appeal Date	8/09/04
Agency	DCFS	Decision Date	12/08/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Falsification Of Records; Negligent Performance Of Duties; Violation Of Dept. Policy.	Recommended Decision On Remand	Charges Partially Proven; 90 Day Suspension In Lieu Of Discharge Recommended.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

- **DISMISSAL**
DA-13-05

Respondent	Qadriyyah Shabazz	Appeal Date	8/05/04
Agency	Professional Regulation	Decision Date	12/03/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Disorderly Conduct (Fighting) On State Property.	Recommended Decision	Failure To Appear; Dismissal Of Appeal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

• **DISMISSAL**

S-03-04

Respondent	Sharon White	Appeal Date	7/14/03
Agency	DCFS	Decision Date	12/03/04
Type of Appeal	Suspension	ALJ	Daniel Stralka
Charge	Conduct Unbecoming A DCFS Employee.	Recommended Decision	Failure To Appear; Dismissal Of Appeal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

IX. APPEALS TERMINATED WITHOUT DECISION

• **DISMISSAL**

DA-90-03

Respondent	Mark Hilliard	Appeal Date	4-07-03
Agency	IDPH	Decision Date	11-30-04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Behavior Unbecoming A State Employee; Falsification Of Documents.	Recommended Decision	Settlement & Release Agreement 11-30-04; Appeal Dismissed.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISMISSAL**

DA-95-03

Respondent	Desiree Harris	Appeal Date	4-04-03
Agency	DCEO	Decision Date	11-30-04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Behavior Unbecoming A State Employee; Falsification Of Documents.	Recommended Decision	Settlement & Release Agreement 11-22-04; Appeal Dismissed.

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IX. APPEALS TERMINATED WITHOUT DECISION (continued)

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISMISSAL**
DA-101-04

Respondent	Rita D. Turner	Appeal Date	6/17/04
Agency	DCFS	Decision Date	12/01/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Conduct Unbecoming; Falsification; Misuse of State Equipment.	Recommended Decision	Stipulation/Settlement Agreement Reached 11/22/04; Appeal Dismissed.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISMISSAL**
DA-27-05

Respondent	Diane Phillips	Appeal Date	11/8/04
Agency	DHS	Decision Date	12/2/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	9 Counts Of Misconduct.	Recommended Decision	Stipulation/Settlement Agreement Reached 12/2/04; Appeal Dismissed.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

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X. AMENDMENTS IN CLASS SPECIFICATIONS

A. **The following class title was submitted for revision by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

Veterans Service Officer

Veterans Service Officer

Classification Analysis

Central Management Services, Division of Examining and Counseling, has requested that the title of Veterans Service Officer be updated to reflect the dates for the War on Terrorism, as this meets the criteria for inclusion as a time of hostility. The War on Terrorism began as a result of the terrorist attacks on the twin towers of the World Trade Center in New York City on September 11, 2001. As operations continue in this war through the present time, the word "Indeterminate" is used to illustrate the ongoing struggle. As the sole modification to the class specification is to provide an additional time of hostilities in which an applicant may be eligible to qualify for the class, no change in pay/salary grade is recommended.

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE DECEMBER 1, 2004?

Veterans Service Officer

B. **The following class title was submitted for revision by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

Information Systems Planner
(abolish)

Information Systems Analyst 1
(revised)

Classification Analysis

As a result of the accompanying memorandum of understanding (MOU) dated June 1, 2004, it was agreed that the existing Information Systems Planner positions would be reclassified to the Information Systems Analyst 1 class effective October 31, 2003. Since the Information Systems Planner class will no longer be used, we request that it be abolished. As the salary grade negotiated on the attached MOU for the Information Systems Analyst is exactly the same as the pay negotiated for the Information Systems Analyst 1, no pay grade increase is recommended for the Information Systems Analyst 1.

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE DECEMBER 1, 2004?

Information Systems Planner
(abolish)

Information Systems Analyst 1
(revised)

C. **The following class titles were submitted for abolishment/revision by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Network Control Center Tech Trainee (abolish)	None
None	Telecommunications Specialist
Network Control Center Technician 1 (abolish)	Information Technology/Communications Systems Specialist 1
Network Control Center Technician 2 (abolish)	Information Technology/Communications Systems Specialist 1
Telecommunications Systems Tech 1 (revised)	Information Technology/Communications Systems Specialist 1
Telecommunications Systems Tech 2 (revised)	Information Technology/Communications Systems Specialist 1
Administrative Assistant 1 (revised)	Information Technology/Communications Systems Specialist 1
Telecommunications Systems Analyst (revised)	Information Technology/Communications Systems Specialist 1
Telecommunications Systems Consultant (abolish)	Information Technology/Communications Systems Specialist 1
Network Control Center Specialist (abolish)	Information Technology/Communications Systems Specialist 2

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

Classification Analysis

The three proposed new classifications are intended to replace the use of two classifications series, and a number of additional specialized classifications used in CMS describing positions in the telecommunications field. This should help to simply the classification of positions in this work area.

WILL THE COMMISSION APPROVE THE REVISION, ABOLISHMENT AND CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE DECEMBER 1, 2004?

Telecommunications Systems Technician 1 - Revised

Telecommunications Systems Technician 2 - Revised

Administrative Assistant 1 - Revised

Telecommunications Systems Analyst - Revised

Communications Systems Specialist - Revised

Telecommunications Specialist - New Class Title

Information Technology/Communications Systems Specialist 1
New Class Title

Information Technology/Communications Systems Specialist 2
New Class Title

Network Control Center Technician Trainee - Abolish

Network Control Center Technician 1- Abolish

Network Control Center Technician 2 - Abolish

Telecommunications Systems Consultant - Abolish

Network Control Center Specialist - Abolish

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XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, January 20, 2005 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN