

January 16, 2015

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
January 16, 2015

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 607 EAST ADAMS STREET, SUITE 801, SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD DECEMBER 19, 2014

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD DECEMBER 19, 2014?

WILL THE COMMISSION CORRECT AN ERROR IN THE PREVIOUSLY APPROVED MINUTES OF THE NOVEMBER 21, 2014 MEETING TO REFLECT THAT MICHAEL QUINLAN NOT MARK MAGILL ATTENDED BY TELEPHONE, REPRESENTING ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES.

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>
Aging.....	138.....	18
Agriculture	346.....	20
Arts Council	15.....	2
Capitol Development Board.....	48.....	0
Central Management Services.....	1,403.....	115
Children and Family Services	2,647.....	49
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	360.....	70
Commerce Commission	69.....	0
Corrections	10,872.....	99
Criminal Justice Authority	52.....	5
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	9.....	1
Emergency Management Agency.....	81.....	5

The December 31, 2014 report is not available at this time from Central Management Services. A replacement page will be sent to you by email when it becomes available.

Illinois Torture Inquiry Relief Commission	3.....	1
Independent Tax Tribunal	1.....	0
Insurance	240.....	16
Investment Board	4.....	2
Juvenile Justice.....	1,000.....	24
Labor.....	91.....	11
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	18.....	2
Law Enforcement Training & Standards Bd.	17.....	2
Lottery.....	135.....	7
Military Affairs	123.....	3
Natural Resources	1,188.....	30
Pollution Control Board	22.....	2
Prisoner Review Board.....	17.....	0
Property Tax Appeal Board.....	31.....	1
Public Health.....	1,148.....	42
Racing Board.....	2.....	1
Revenue.....	1,715.....	54
State Fire Marshal	128.....	12
State Police.....	1,095.....	7
State Police Merit Board	5.....	2
State Retirement Systems.....	94.....	3
Transportation	2,204.....	0
Veterans' Affairs	1,353.....	9
Workers' Compensation Commission.....	130.....	11
TOTALS	44,079.....	865

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)

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C. Illinois Department of Human Services – proposed exemption (continued from October 17, 2014 and November 21, 2014 meetings)

Position Number	40070-10-96-444-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Division of Family & Community Services
Functional Title	Associate Director-Office of Adult Services and Basic Supports
Incumbent	Vacant
Supervisor	Assistant Director, Division of Family & Community Services, who reports to the Director, Division of Family & Community Services, who in turn reports to the Secretary
Location	Cook County

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

D. Illinois Department of Juvenile Justice – proposed exemption (continued from November 21, 2014 meeting)

Position Number	40070-27-10-000-00-02
Position Title	Senior Public Service Administrator
Bureau/Division	School District #428
Functional Title	Assistant School District Superintendent
Incumbent	Vacant
Supervisor	School District Superintendent, who reports to the Deputy Director, Division of Program Services, who in turn reports to the Director
Location	Sangamon County

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

E. Illinois Department of Revenue – proposed exemption

Position Number	40070-25-83-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Taxpayer Services/Property Tax
Functional Title	Property Tax Division Manager
Incumbent	Vacant
Supervisor	Taxpayer Services Manager, who reports to the Director
Location	Sangamon County

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

F. Illinois State Police – proposed exemption

Position Number	13851-21-00-700-30-02
Position Title	Executive 1
Bureau/Division	Office of the Director/Governmental Affairs
Functional Title	Assistant Legislative Liaison
Incumbent	Vacant
Supervisor	Chief, Governmental Affairs who reports to the Director
Location	Sangamon County

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

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

- C: Associate Director-Office of Adult Services and Basic Supports (Human Services)**
- D: Assistant School District Superintendent (Juvenile Justice)**
- E: Property Tax Division Manager (Revenue)**
- F: Assistant Legislative Liaison (State Police)**

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.

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

- Computer Evidence Recovery Specialist**
Corrections Command Center Supervisor
Corrections Family Services Coordinator
Corrections Training Program Supervisor
Corrections Unit Superintendent
Criminal Intelligence Analyst Supervisor
Juvenile Justice Unit Superintendent
Licensing Investigations Supervisor
Narcotics and Currency Unit Supervisor
Sex Offender Registration Unit Supervisor
State Police Inspector

CMS Classification Analysis: “Pursuant to terms agreed to by the Illinois Department of Central Management Services (CMS) on behalf of the State of Illinois and the collective bargaining representatives of the Laborers International Union of North America – Illinois State Employees Association (LIUNA-ISEA), the VR-704 bargaining unit was established to represent the interests of certain statewide supervisory positions in the following agencies, board and commissions:

- Department of Corrections,
- Department of Juvenile Justice,
- Department of Financial and Professional Regulation, and
- Illinois State Police.

The ensuing paragraph describes in brief the duties of each of the proposed classes. The Computer Evidence Recovery Specialist serves as the primary specialist performing computer-related investigations and consultation regarding digital evidence and records for the Illinois State Police. The Corrections Command Center Supervisor manages the exchange and centralized coordinator of information concerning the tracking of adult and juvenile offenders for the Department of Corrections. The Corrections Family Services Coordinator plans and organizes a program to promote and maintain family relationships and ongoing counseling services for female residents of a correctional facility for the Department of Corrections. The Corrections Training Program Supervisor develops and implements aspects of the Corrections Staff Development and Training Program including establishing the curriculum, instruction strategies, and conducts initial, ongoing and specialized training emphasizing disciplinary, safety, security, and custodial measures for the Department of Corrections. The Corrections Unit Superintendent manages the daily operations of the staff and residents on a designated unit of a correctional facility, implementing policies and procedures supervising shift operations and the treatment and habilitation of the residents of the unit for the Department of Corrections.

The Criminal Intelligence Analyst Supervisor supervises the activities of a staff performing criminal intelligence gathering, analysis, and interpretation. This class establishes and monitors policies, procedures and strategies for the unit, and performs complex or sensitive intelligence casework for the Illinois State Police. The Juvenile Justice Unit Superintendent organizes, plans, and implements the policies and procedures of the reception, classification and assignment of juveniles in the custody of the Department of Juvenile Justice. The Licensing Investigations Supervisor, located in the Department of Financial and Professional Regulation, administers the statewide program established to enforce professional licensure and oversight statutes, rules and regulations. The Narcotics and Currency Unit Supervisor directs the activities of staff engaged in the gathering, analysis and interpretation of intelligence regarding money laundering, narcotics trafficking, white collar crime and financial crime for the Illinois State Police. The Sex Offender Registration Unit Supervisor administers the policies and procedures of a unit engaged in the intelligence gathering and analysis of sexual offenses, and violence against youth offenses for the Illinois State Police. The proposed State Police Inspector class performs investigations and law enforcement for the Illinois State Police pertaining to alleged or suspected activities or violations of state, federal, and international statutes such as terrorism, organized crime, crimes against properties and persons, vice, narcotics trafficking, and financing of criminal activities. This class also determines technical operations plans for investigative groups and trains and evaluates personnel in authorized surveillance techniques including covert installation of electronic surveillance.

The PSA7 positions certified into the VR-704 bargaining unit are considered to be intermediate administrators which are recognized in the contract as individuals with ‘regional, divisional, or facility-wide authority’ who are subordinate to an agency head and ‘superior to first-level supervisors outside the bargaining unit.’ More specific details regarding these administrators/supervisors can be found in the VR-704 contract in Article 1.”

C. Internal Investigations Principal Evaluation Supervisor
Internal Investigations Supervisor

CMS Classification Analysis: “Pursuant to terms of the master contract with the Illinois State Employees Association (ISEA), the Department of Central Management Services (CMS) has agreed to develop successor classes to Public Service Administrator (PSA) positions which have been certified into the VR-704 bargaining unit.

This proposal deals with positions currently designated as Public Service Administrators with the title option ‘7’ representing the Corrections, Law Enforcement, Regulatory Enforcement and Investigations fields. Among this group are a set of positions that reside within the Illinois Department of Human Services (DHS) that coordinate and manage the reporting, assessment and subsequent investigations into allegations of neglect, abuse and/or financial exploitation of individuals that receive mental health and/or developmental disabilities services in programs that are operated, licensed, certified or funded by DHS. These positions supervise Internal Security Investigators. The Internal Investigations Principal Evaluations Supervisor coordinates the incident reporting and complaint assessment phases of the investigations process and supervises a small staff of subordinate ‘intake’ investigators that must make critical and often time-sensitive determinations. The Internal Investigations Supervisor coordinates the primary actions of subordinate field investigators that must perform sensitive and/or confidential investigations into allegations of mistreatment or malfeasance on the part of persons employed or otherwise engaged by the State to provide the services as described above.

The PSA7 positions certified into the VR-704 bargaining unit are considered to be intermediate administrators which are recognized in the contract as individuals with ‘regional, divisional, or facility-wide authority’ who are subordinate to an agency head and ‘superior’ to first-level supervisors outside the bargaining unit. More specific details regarding these administrators/supervisors can be found in the VR-704 contract in Article 1.”

D. Corrections Placement Resources Regional Supervisor
Corrections Program Administrator
Corrections Psychologist Administrator
Corrections Regional Mental Health Services Administrator
Developmental Psychological Services
Juvenile Justice Psychologist Administrator

CMS Classification Analysis: “Effective on 08/06/2009, some Public Service Administrator (PSA) option 8K positions in the Department of Corrections (DOC) and Juvenile Justice (DJJ) were certified by the Illinois Labor Relations Board (ILRB) as being subject to collective bargaining and represented by the Illinois State Employees Association (ISEA); on 09/08/2011, another PSA option 8K position in the Department of Human Services (DHS) was certified by the ILRB as also being represented by the ISEA; likewise effective 11/23/2009, additional PSA option 7 (law enforcement/corrections/regulatory investigations) positions were certified in the same manner. All of these positions were included in the bargaining unit VR-704.

This proposal, in part, addresses the agreement between the state and the union representing bargaining unit VR-704 that successor classes will be developed and these positions will be reclassified into newer, more appropriately descriptive class specifications than the current Public Service Administrator. The proposed successor classes are all modifications of the PSA option 8K (psychology license, clinical psychology license) or PSA option 7 (law enforcement, corrections, regulatory investigations) positions.

The positions serving as what would become Psychologist Administrators in DOC and DJJ serve as line supervisors of subordinate staff and/or exercise clinical supervision over other mental health care providers at a specified adult correctional center or juvenile justice facility. The positions serving as what would become the Regional Mental Health Services Administrators are responsible for clinical supervision and program policy coordination for and between the multiple facilities within a designed region of the state. They work with the on-site psychologist administrators to evaluate the mental health care/psychological service providers employed at Department of Corrections facilities. The DHS Developmental Psychological Services Administrator is responsible for the overall coordination, monitoring and development of the clinical psychological treatment services and clinical and psychological policy development and the training of treatment staff at developmental centers operated by DHS and community agencies that are operated, licensed, certified or funded by DHS. The new class of Corrections Placement Resources Regional Supervisor coordinates the efforts of multiple districts within the Placement Resources Program, which is responsible for the post-release case management of parolees. This class of positions includes policy development and program review, supervision of subordinate positions and planning for program and community resource allocation.”

E. Law Enforcement Training Administrator

CMS Classification Analysis: “Pursuant to terms agreed to by the Illinois Department of Central Management Services (CMS) on behalf of the State of Illinois and the collective bargaining representatives of the Laborers International Union of North America – Illinois State Employees Association (LIUNA-ISEA), the VR-704 bargaining unit was established to represent the interests of certain statewide Public Service Administrator (PSA) positions. Collected in this bargaining unit are positions that work in the Law Enforcement, Corrections, Public Safety, or Regulatory Enforcement fields. CMS has agreed to develop successor classes to these positions which will be reclassified into newer, more appropriately descriptive class specifications than the current and quite broadly defined Public Service Administrator. This proposal and draft class specification is intended to accomplish that goal for a particular class of positions within the Illinois State Police (ISP): the Law Enforcement Training Administrator. This class of positions plans, implements and evaluates the policies and procedures of a comprehensive training and tactical resources program for the ISP. Additional duties include establishing and conducting training services, tactical and firearms resources and offering expertise and consultation to ISP employees and employees of other local, state or federal agencies that may participate in joint operations with ISP or train at ISP facilities.”

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE FEBRUARY 1, 2015?

- B. Computer Evidence Recovery Specialist**
Corrections Command Center Supervisor
Corrections Family Services Coordinator
Corrections Training Program Supervisor
Corrections Unit Superintendent
Criminal Intelligence Analyst Supervisor
Juvenile Justice Unit Superintendent
Licensing Investigations Supervisor
Narcotics and Currency Unit Supervisor
Sex Offender Registration Unit Supervisor
State Police Inspector

- C. Internal Investigations Principal Evaluation Supervisor**
Internal Investigations Supervisor

- D. Corrections Placement Resources Regional Supervisor**
Corrections Program Administrator
Corrections Psychologist Administrator
Corrections Regional Mental Health Services Administrator
Developmental Psychological Services
Juvenile Justice Psychologist Administrator

- E. Law Enforcement Training Administrator**

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

VII. 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?

VIII. RECONVENE THE REGULAR OPEN MEETING

IX. 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 Appointment Reports.

Agency	11/30/14	12/31/14	12/31/13
Arts Council	0	2	0
Central Management Services	1	4	0
Children and Family Services	0	1	0
Healthcare and Family Services	2	5	0
Human Services	2	9	0
Insurance	0	1	0
Natural Resources	5	16	0
State Retirement Systems	0	1	0
Transportation	0	2	0
Veterans' Affairs	0	1	0
Workers Compensation Commission	1	0	0
Totals	11	42	0

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-48-14

Employee	Chelsey A. O'Connor	Appeal Date	06/19/14
Agency	Human Services	Decision Date	12/31/14
Type	Discharge	Proposal for Decision	39-day suspension plus the duration of her suspension pending discharge
ALJ	Andrew Barris		

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

DA-12-15

Employee	Michael J. Dudzik	Appeal Date	9/18/14
Agency	Corrections	Decision Date	1/02/15
Type	Discharge	Proposal for Decision	90-day suspension plus the duration of his suspension pending discharge
ALJ	Daniel Stralka		

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

RV-32-13

Employee	Pamela Benson	Appeal Date	02/22/13
Agency	Corrections	Decision Date	12/22/14
Appeal Type	Rule Violation	Proposal for Decision on Remand	No Violation.
ALJ	Andrew Barris		

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

XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-20-15

Employee	Joseph A. Kath	Appeal Date	10/31/14
Agency	Natural Resources	Decision Date	12/26/14
Appeal Type	Discharge	Proposal for Decision	Dismissed; charges were withdrawn by agency.
ALJ	Andrew Barris		

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 Friday, February 20, 2015 at the Commission's Chicago office.

XIV. MOTION TO ADJOURN