

February 15, 2007

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
February 15, 2007

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

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD JANUARY 18, 2007

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD JANUARY 18, 2007?**

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 .....	140.....	9
Agriculture .....	461.....	17
Arts Council.....	22.....	2
Capitol Development Board .....	33.....	0
Central Management Services .....	1,599.....	111
Children and Family Services.....	3,343.....	41
Civil Service Commission .....	4.....	0
Commerce & Economic Opportunity .....	426.....	62
Commerce Commission.....	52.....	0
Corrections.....	12,354.....	101
Criminal Justice Authority .....	63.....	6
Deaf and Hard of Hearing Comm. ....	6.....	1
Developmental Disabilities Council .....	10.....	1
Emergency Management Agency .....	105.....	1
Employment Security.....	1,720.....	26
Environmental Protection Agency .....	1,076.....	18
Financial & Professional Regulation .....	790.....	42
Guardianship and Advocacy .....	113.....	7
Healthcare and Family Services.....	2,369.....	29
Historic Preservation Agency .....	250.....	11
Human Rights Commission .....	12.....	2
Human Rights Department .....	136.....	8
Human Services .....	14,622.....	64
Investment Board.....	5.....	2
Juvenile Justice .....	1,303.....	18
Labor.....	74.....	7
Labor Relations Board Educational .....	14.....	2
Labor Relations Board Local.....	1.....	0
Labor Relations Board State .....	20.....	2
Law Enforcement Training & Standards Bd.....	21.....	1
Medical District Commission .....	2.....	0
Military Affairs .....	142.....	3
Natural Resources .....	1,444.....	27
Pollution Control Board.....	26.....	3
Prisoner Review Board .....	22.....	0
Property Tax Appeal Board .....	25.....	2
Public Health.....	1,103.....	35
Revenue .....	2,039.....	61
State Fire Marshal .....	158.....	11
State Police .....	1,496.....	6
State Police Merit Board.....	5.....	1
State Retirement Systems .....	80.....	1
Transportation.....	3,497.....	1
Veterans' Affairs.....	1,153.....	5
Workers' Compensation Commission .....	173.....	10
<b>TOTALS .....</b>	<b>52,509.....</b>	<b>757</b>

**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.

\* \* \*

**C1. Illinois Dept. of Revenue – Proposed Exemption (continued from 1/18/07)**

Position Number	40070-25-12-210-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative and Regulatory Shared Services Center
Functional Title	Human Resources Strategic Manager
Incumbent	None
Supervisor	Human Resources Director (reports to Shared Services Center Director who in turn reports to the Governor)
Location	Sangamon County

**C2. Illinois Dept. of Revenue – Proposed Exemption (continued from 1/18/07)**

Position Number	40070-25-12-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative and Regulatory Shared Services Center
Functional Title	Human Resources Functional Manager
Incumbent	None
Supervisor	Human Resources Director (reports to Shared Services Center Director who in turn reports to the Governor)
Location	Sangamon County

**C3. Illinois Dept. of Revenue – Proposed Exemption (continued from 1/18/07)**

Position Number	40070-25-12-310-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative and Regulatory Shared Services Center
Functional Title	Fiscal Strategic Manager
Incumbent	None
Supervisor	Chief Fiscal Officer (reports to Shared Services Center Director who in turn reports to the Governor)
Location	Sangamon County

**C4. Illinois Dept. of Revenue – Proposed Exemption (continued from 1-18-07)**

Position Number	40070-25-12-320-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative and Regulatory Shared Services Center
Functional Title	Fiscal Functional Manager
Incumbent	None
Supervisor	Chief Fiscal Officer (reports to Shared Services Center Director who in turn reports to the Governor)
Location	Sangamon County

**CMS Recommendation:** “The positions report to their respective program director who in turn report to the Director of the Administrative and Regulatory Shared Services Center. Considering the similarities of these positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

**D. Illinois Department of Human Services – Proposed Exemption (continued from 1/18/07)**

Position Number	40070-10-76-000-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	Division of Mental Health
Functional Title	Quality Manager
Incumbent	None
Supervisor	Director, Office of Mental Health (reports to 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.”

**E. Workers’ Compensation Commission – Proposed Exemption**

Position Number	40070-50-37-700-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Human Resources
Functional Title	Human Resources Manager
Incumbent	None
Supervisor	The Chairman
Location	Cook County

**CMS Recommendation:** “This position, serving as HR Manager, meets the reporting criteria of the Commission Rules and considering the similarities of this position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**F. Illinois Department of Central Management Services – Proposed Exemption**

Position Number	40070-37-10-050-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication & Computer Services (BCCS)/Technology
Functional Title	Chief Technology Officer
Incumbent	None
Supervisor	Deputy Director, Bureau of Communication & Computer Services (BCCS)
Location	Cook County

February 15, 2007

**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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

**Item D: Quality Manager**

**Item E: Human Resources Manager**

**Item F: Chief Technology Officer**

V. CLASS SPECIFICATIONS

- None

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

VI. MOTION TO GO INTO EXECUTIVE SESSION

**PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4) AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION AND/OR SPECIFIED EMPLOYMENT MATTERS?**

VII. RECONVENE MEETING

VIII. 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.

<b>Agency</b>	<b>12/31/06</b>	<b>1/31/07</b>	<b>1/31/06</b>
Agriculture	2	<b>1</b>	1
Arts Council	1	<b>1</b>	1
Central Management Services	2	<b>4</b>	0
Children and Family Services	7	<b>8</b>	5
Commerce and Economic Opportunity	0	<b>0</b>	1
Emergency Management Agency	0	<b>0</b>	1
Employment Security	0	<b>1</b>	0
Environmental Protection Agency	0	<b>0</b>	1
Financial and Professional Regulation	0	<b>1</b>	0
Healthcare and Family Services	9	<b>7</b>	6
Human Services	3	<b>4</b>	5
Natural Resources	21	<b>6</b>	10
Property Tax Appeal Board	0	<b>2</b>	0
State Fire Marshal	0	<b>1</b>	0
State Retirement Systems	1	<b>1</b>	0
Transportation	45	<b>74</b>	27
Veterans' Affairs	3	<b>0</b>	2
<b>Totals</b>	94	<b>111</b>	60

February 15, 2007

IX. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• DISCHARGE APPEAL

DA-58-05

Employee	Willie Miranda	Appeal Date	03/04/05
Agency	DOC	Decision Date	02/05/07
Type	Discharge	ALJ	Daniel Stralka
Charge(s)	Worked at secondary employment while on paid status with DOC; falsification of documents; refused supervisory order; violations of conduct	Recommended Decision	Charges are partially proven and do warrant discharge.

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

• RULE VIOLATION APPEAL

RV-23-03

Petitioner	AFSCME	Appeal Date	10/31/02
Agency	Various Agencies	Decision Date	01/22/07
Type	Rule Violation	ALJ	Daniel Stralka
Charge(s)	Employees laid off while agencies use personal service contracts to fill positions	Proposed Finding	No jurisdiction.

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSED FINDING IN THE ABOVE MATTER?**

X. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

• DISMISSED

DA-18-07

Employee	Carla S. Williams	Appeal Date	12/15/06
Agency	DHS	Decision Date	02/06/07
Type	Discharge	ALJ	Daniel Stralka
Charge(s)	Unauthorized absences; tardiness	Recommended Decision	Dismissed subject to Commission approval; default (no show at hearing).

February 15, 2007

- **WITHDRAWN**

**D-26-07**

Employee	Shirley E. Hill	Appeal Date	01/24/07
Agency	HFS	Decision Date	02/06/07
Type	Demotion	ALJ	Andrew Barris
Charge(s)	Unfairly demoted from Lead Caseworker to Human Services Caseworker	Recommended Decision	Dismissed subject to Commission approval; withdrawn.

**DOES THE COMMISSION APPROVE THE DISMISSAL OF THE ABOVE MATTERS?**

XI. **STAFF REPORT**

XII. **PRESENTATION ON OPEN MEETINGS ACT**

XIII. **ANNOUNCEMENT OF NEXT MEETING**

The next regular meeting is to be held on Thursday, March 15, 2007 at 9:00 a.m. in the Commission's Chicago office.

XIV. **MOTION TO ADJOURN**