

February 16, 2006

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
February 16, 2006

- 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 19, 2006

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD JANUARY 19, 2006?**

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 .....	148.....	8
Agriculture .....	476.....	17
Arts Council.....	21.....	1
Capitol Development Board .....	23.....	0
Central Management Services .....	1631.....	120
Children and Family Services.....	3275.....	41
Civil Service Commission .....	4.....	0
Commerce & Econ. Opportunity .....	448.....	61
Commerce Commission.....	42.....	0
Corrections.....	13,987.....	117
Criminal Justice Authority .....	76.....	6
Deaf and Hard of Hearing Comm. ....	5.....	1
Developmental Disabilities Council .....	12.....	1
Emergency Management Agency .....	108.....	1
Employment Security.....	1821.....	26
Environmental Protect. Agency .....	1068.....	17
Fin. & Prof. Regulation.....	793.....	45
Guardianship and Advocacy .....	107.....	6
Healthcare and Family Services.....	2192.....	29
Historic Preservation Agency .....	247.....	12
Human Rights Commission .....	11.....	2
Human Rights Department .....	135.....	8
Human Services .....	14,749.....	60
Investment Board.....	4.....	2
Labor.....	70.....	7
Labor Relations Board Educational .....	16.....	2
Labor Relations Board Local .....	1.....	0
Labor Relations Board State .....	18.....	2
Law Enforce. Trng. & Standard Bd. ....	23.....	1
Medical District Comm.....	2.....	0
Military Affairs .....	144.....	3
Natural Resources .....	1415.....	27
Pollution Control Board.....	26.....	3
Prisoner Review Board .....	23.....	0
Property Tax Appeal Board .....	21.....	2
Public Health.....	1101.....	35
Revenue .....	2023.....	59
State Fire Marshal .....	143.....	9
State Police .....	1460.....	6
State Police Merit Board.....	5.....	1
State Retirement Systems .....	78.....	1
Transportation.....	3326.....	1
Veterans Affairs.....	1124.....	4
Workers Comp. Commission.....	163.....	9
<b>TOTALS .....</b>	<b>52,565.....</b>	<b>753</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.

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**C. Illinois Department of Public Health - Proposed Exemption (Continued from January)**

Position Number	40070-20-07-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director's Office-Hearing Review
Functional Title	Chief Administrative Law Judge
Incumbent	None
Supervisor	Assistant Director (Reports to the Director)
Location	Sangamon

**CMS Recommendation:**

"This position does meet the reporting criteria of the Commission Rules and considering the similarities of these (sic) requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption."

**D. Illinois Dept. of Commerce and Economic Opportunity - Proposed Exemption**

Position Number	40070-42-00-096-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director's Office/Illinois Trade Office
Functional Title	Manager, Foreign Direct Investment Program
Incumbent	None
Supervisor	Director, Illinois Trade Office (Reports to the Director)
Location	Cook

**CMS Recommendation:**

"This position meets 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 Human Services - Proposed Exemption**

Position Number	40070-10-10-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of Business Services
Functional Title	Director of the Office of Business Services
Incumbent	None
Supervisor	Chief Operations Officer (Reports to the Director)
Location	Sangamon

**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 Workers’ Compensation Commission - Proposed Exemption**

Position Number	40070-50-37-900-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administration
Functional Title	Manager, Immigration Policy Office
Incumbent	None
Supervisor	Chairman of the Commission
Location	Cook

**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, I recommend 4d(3) exemption.”

**V. 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.**

VI. RECONVENE MEETING

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 January 31, 2006.

<b>Agency</b>	<b>12/31/05</b>	<b>1/31/06</b>
Aging	1	0
Agriculture	3	1
Arts Council	1	1
Central Management Services	4	0
Children & Family Services	4	5
Comm. & Econ. Opportunity	1	1
Emergency Mgmt. Agency	1	1
Environmental Protection	1	1
Healthcare & Family Services	11	6
Human Services	3	5
Natural Resources	23	10
Transportation	37	27
Veterans Affairs	2	2
<b>Total</b>	<b>92</b>	<b>60</b>

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

- DISCHARGE APPEAL

DA-37-05

Petitioner	Carl Laff	Appeal Date	1/22/04
Agency	DOT	Decision Date	2/03/06
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Violation of Drug / Alcohol policy (tested positive for cocaine)	Recommended Decision	Charges partially proven; ALJ recommends 90-day suspension in lieu of discharge due to unique factual circumstances.

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

- **DISCHARGE APPEAL**

**DA-14-06**

Petitioner	Howard Randolph	Appeal Date	9/06/05
Agency	DOC	Decision Date	2/01/06
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Failure to requalify for firearms training	Recommended Decision	Charges proven; ALJ recommends discharge.

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

- **ALLOCATION APPEAL**

**AA-17-05**

Petitioner	Diana Jo Higgerson	Appeal Date	09/13/04
Agency	CMS	Decision Date	01/31/06
Type of Appeal	Allocation Appeal	ALJ	Andrew Barris
Charge(s)	Improper allocation of the ISA I classification.	Proposal for Decision	ALJ proposes the appeal be denied.

**DOES THE COMMISSION CONCUR WITH THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

IX. **APPEALS TERMINATED WITHOUT DECISION**

- **DISMISSAL**

**DA-25-06**

Respondent	Michael Sanders	Appeal Date	12/09/05
Agency	CMS	Decision Date	01/23/06
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Insubordination (disobeyed an order); conduct unbecoming	Recommended Decision	Settlement; dismissal subject to Commission approval.

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

- **WITHDRAWN**

**DA-27-06**

Respondent	Harold R. Harris	Appeal Date	12/23/05
Agency	DHS	Decision Date	01/23/06
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Conduct unbecoming (soliciting a bribe)	Recommended Decision	Withdrawn; dismissal subject to Commission approval.

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

X. **AMENDMENTS IN CLASS SPECIFICATIONS**

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

A. **Current Position Titles**

- Weatherization Specialist I
- Weatherization Specialist II
- Weatherization Specialist III
- Weatherization Specialist Trainee

**Classification Analysis**

“The agency requested changes in the class specifications of the Weatherization Specialist I-III and Trainee to add a requirement to be certified within eighteen months of hire in all areas of the ‘Weatherization Certification’ program for those employees who have not completed the agency training program. These classes are also responsible to provide training/technical assistance to sub-grantee staff, crews and contractors on building assessment, final inspection and quality control. The Weatherization Specialist I and II have the added responsibility to provide training and direction to the Weatherization Specialist Trainees who the III provides input into employee performance evaluations. For the Weatherization Specialist Trainee, the period to receive formal and on-the-job training has been changed from six to twelve months to six to eighteen months. In addition, incumbents who do not successfully complete certification in all areas of the “Weatherization Certificate” program will be terminated before the completion of the training period.”

**WILL THE COMMISSION APPROVE THE REVISIONS OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MARCH 1, 2006?**

**Weatherization Specialist I**  
**Weatherization Specialist II**  
**Weatherization Specialist III**  
**Weatherization Specialist Trainee**

**B. Current Position Title**

Veterans Service Officer

**Classification Analysis**

“The Department of Veterans’ Affairs has requested the modification to the Veterans Service Officer class specification. The present class is restricted to individuals who manage a field office or serve as itinerant managers in field offices. However, the complexity of the increased work load in certain high-volume field offices necessitates the modification of the class specification to incorporate a co-manager work role.”

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE MARCH 1, 2006?**

**Veterans Service Officer**

**C. Current Position Titles**

Corrections Parole Agent  
Corrections Senior Parole Agent

**Classification Analysis**

“The Department of Corrections has requested revisions to the Corrections Parole Agent and Corrections Senior Parole Agent class specifications to require possession of a current Firearms Owner’s Identification Card. This requirement was approved by the Civil Service Commission on July 1, 2001, and inadvertently left out when these class specifications were revised and approved on December 20, 2001.”

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MARCH 1, 2006?**

**Corrections Parole Agent**  
**Corrections Senior Parole Agent**

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**D. Current Position Title**

Plumbing Inspector

**Classification Analysis**

“The Department of Public Health requested a change in the class specification of the Plumbing Inspector in order to enlarge the pool of candidates for the class. The proposed changes are to the requirements and include language addressing possession of a valid Plumber’s license and passing the Plumbing Inspector certification examination within six months of employment. The changes comply with the Illinois Plumbing Licensing Law and allow the Department to hire Plumbing Inspectors who do not currently possess the certification and permit newly hired employees six months to obtain such certification. If the incumbents fail to obtain the required certification within six months of hire, they will be terminated.”

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE MARCH 1, 2006?**

**Plumbing Inspector**

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

**XI. STAFF REPORT**

**XII. ANNOUNCEMENT OF NEXT MEETING**

Announcement of the next regular meeting to be held on Thursday, March 16, 2006 at 9:00 a.m. in the Commission’s Chicago Office.

**XIII. MOTION TO ADJOURN**