

April 21, 2005

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
APRIL 21, 2005

- 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 MARCH 17, 2005

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD MARCH 17, 2005?**

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.....	157	6
Agriculture .....	482	17
Arts Council .....	22	1
Banks & Real Estate.....	1	0
Capitol Development Board.....	16	0
Central Management Services.....	1456	116
Children and Family Services .....	3424	40
Civil Service Commission.....	4	0
Commerce & Econ. Opportunity.....	461	58
Commerce Commission .....	56	0
Corrections .....	14,300	116
Criminal Justice Authority .....	80	5
Deaf and Hard of Hearing Comm. ....	7	1
Developmental Disabilities Council.....	10	1
Elections Board .....	57	1
Emergency Management Agency.....	112	2
Employment Security .....	1905	25
Environmental Protect. Agency.....	1100	17
Fin. & Prof. Regulation .....	808	36
Guardianship and Advocacy .....	109	6
Historic Preservation Agency.....	242	8
Human Rights Commission.....	11	2
Human Rights Department.....	137	7
Human Services.....	15,286	60
Investment Board .....	3	1
Labor .....	74	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 .....	1412	27
Pollution Control Board .....	25	3
Prisoner Review Board.....	22	0
Property Tax Appeal Board.....	22	2
Public Aid.....	2287	23
Public Health .....	1130	28
Revenue.....	2049	57
State Fire Marshal .....	133	7
State Police.....	1506	5
State Police Merit Board .....	5	1
State Retirement Systems .....	83	1
Transportation .....	4,061	1
Veterans Affairs .....	1177	2
Workers Compensation Comm .....	170	7
<b>TOTALS .....</b>	<b>54,609</b>	<b>705</b>

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 March 17, 2005 meeting until April 21, 2005 meeting.**

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:	40070-37-62-400-00-01
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

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

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 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:	40070-37-62-400-00-01
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

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

D. Central Management Services – Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 17, 2005 meeting until April 21, 2005 meeting.**

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:	40070-37-62-300-00-01
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.

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

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.

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:	40070-37-62-300-00-01
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 March 17, 2005 meeting until April 21, 2005.**

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of 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:	40070-37-62-200-00-01
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:

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 positions 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 the 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.

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

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:	40070-37-62-200-00-01
Bureau/Division:	Bureau Of Property Management/Transactions and Property Administration
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

F. Department of Financial and Professional Regulation - Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 17, 2005 meeting until April 21, 2005.**

COPY

Dear Director Rumman:

I am requesting that the following position of Senior Public Service Administrator be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3):

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-02-200-00-01
Division:	Fiscal
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Cook County

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

It appears this position qualifies for such exemption as follows:

1. The position will report to the Secretary of the Department;
2. will have principal administrative responsibility serving as the Department State Purchasing Officer acting authoritatively as Policy Formulating Administrator of the DFPR Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering all Department-specific procurement functions; and
3. will serve as office Department spokesperson on behalf of the Secretary and the Department to all internal and external entities including the Governor's office, the Legislature, the Office of Management and Budget, vendors, contractors, public, private and federal officials on procurement issues.

If you require additional information, please contact Richard Foxman, Human Resources Director, at 312/814-3230.

END OF COPY

**CMS Recommendation**

This position meets the reporting criteria of the Commission Rules and considering similarities of the 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:	40070-13-02-200-00-01
Division:	Fiscal
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Cook County

G. **Department of Commerce and Economic Opportunity - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Department of Commerce and Economic Opportunity.

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

COPY

Dear Director Rumman:

The Agency is submitting the establishment of a new bureau in the Agency, Bureau of Homeland Security Marketplace. There a total of nine positions in this submission. I am requesting 4d(3) exemption for a Senior Public Service Administrator position that serves as Deputy Director for the Bureau.

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-80-000-00-01
Division:	Bureau of Homeland Security Marketplace
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

END OF COPY

**CMS Recommendation**

This position meets the reporting criteria of the Commission Rules and considering similarities of the 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:	40070-42-80-000-00-01
Division:	Bureau of Homeland Security Marketplace
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

**H. Department of Children & Family Services - Proposed Exemption**

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

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

COPY

Dear Director Rumman:

I am requesting that the following position be considered for 4d(3) exemption:

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-700-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position will function as the Statewide Contract Compliance Administrator, serving as principal policy-formulating administrator for all aspects of contract compliance of all direct service providers' contracts and program plans statewide, having significant authority to bind the agency to a specific course of action. The incumbent of the position will exercise principal responsibility in making decisions for the determination that direct service contract obligations are performed in compliance with all applicable laws, rules, procedures, and policy and performance standards. The incumbent will implement long-term strategic goals associated with contract compliance. Formulating statewide policies and procedures, this position will serve on the Director's Executive Staff, providing administrative expertise relating to contract compliance and assuming full responsibility for agency-wide contract compliance.

Reporting directly to the Director of the Department of Children and Family Services, the incumbent will work with various DCFS administrators and key stakeholders in the planning and programming of the identification and resolution of contract and program plan ambiguities, conflicts and deficiencies and will oversee the development of contract program plans for identified service gaps and formulate strategies to address those issues. Additionally, the incumbent will draft new rules, contractual terms and procedures governing the substantive content of contracts and program plans, which would bind the agency to a course of action.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form and organizational chart.

END OF COPY

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

**CMS Recommendation**

This position meets the reporting criteria of the Commission Rules and considering similarities of the 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:	40070-16-00-700-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

I. **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:

I am requesting that the following position be considered for 4d(3) exemption:

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-10-304-00-01
Division:	Commercial Bank Supervision Division
Incumbent:	Marc A. Edwards
Supervisor:	SPSA (40070-13-10-300-00-01)
Location:	Sangamon County

It appears this position qualifies for such exemption as listed below:

1. The position will report to an Assistant Director;
2. This is a Senior Staff position involving responsibility for the determination and implementation of policy impacting division and statewide operations; and

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

3. Serves as a member of the BRE Senior Management Staff; develops new initiatives and reports on the impact of initiatives for the division/bureau.

END OF COPY

**CMS Recommendation**

A review of organizational placement reveals that the position does **not** meet the reporting relationship criteria of the Commission rules. Therefore, we do not recommend 4d(3) exemption be extended to this position.

**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:	40070-13-10-304-00-01
Division:	Commercial Bank Supervision Division
Incumbent:	Marc A. Edwards
Supervisor:	SPSA (40070-13-10-300-00-01)
Location:	Sangamon County

**J. 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:

I am requesting that the following position be considered for 4d(3) exemption:

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-10-306-00-01
Division:	Commercial Bank Supervision Division
Incumbent:	Craig S. Volk
Supervisor:	SPSA (40070-13-10-300-00-01)
Location:	Cook

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

It appears this position qualifies for such exemption as listed below:

1. The position will report to an Assistant Director;
2. This is a Senior Staff position involving responsibility for the determination and implementation of policy impacting division and statewide operations; and
3. Serves as a member of the BRE Senior Management Staff; develops new initiatives and reports on the impact of initiatives for the division/bureau.

END OF COPY

**CMS Recommendation**

A review of organizational placement reveals that the position does **not** meet the reporting relationship criteria of the Commission rules. Therefore, we do not recommend 4d(3) exemption be extended to this position.

**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:	40070-13-10-306-00-01
Division:	Commercial Bank Supervision Division
Incumbent:	Craig S. Volk
Supervisor:	SPSA (40070-13-10-300-00-01)
Location:	Cook County

**K. Department of Revenue-Proposed Exemption**

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

COPY

Dear Director Rumman:

I am proposing the exemption of the following current Senior Public Service Administrator, Opt. 1, as provided in Section 4d(3) of the Personnel Code:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-00-100-50-01
Division:	Equal Employment Opportunity Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position serves as the Agency Equal Employment Opportunity and Agency Ethics Officer and reports directly to me with responsibility for directing and administering policies and procedures affecting agency EEO and Ethics programs for the Agency. This position acts with full authority in speaking on my behalf relative to Equal Employment Opportunity issues and Ethics programs.

The attached CMS-104 and organizational chart will depict the placement and responsibility of this position. If additional information is required, please contact Deborah Tumulty, Chief Personnel Officer, at 782-4708.

**CMS Recommendation**

This position meets the reporting criteria of the Commission Rules and considering similarities of the 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:	40070-25-00-100-50-01
Division:	Equal Employment Opportunity Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

L. **Department of Revenue-Proposed Exemption**

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

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

COPY

Dear Director Rumman:

I am proposing the exemption of the following current Senior Public Service Administrator, Opt. 7, as provided in Section 4d(3) of the Personnel Code:

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-53-100-00-01
Division:	Equal Employment Opportunity Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position serves as Manager of the Bureau of Criminal Investigations. As a direct subordinate of the Program Administrator, this position has particular accountability for policy-making responsibilities such as formulating policy guidelines relative to Agency integrity and administration of tax laws and formulating policy for tax enforcement programs.

The attached CMS-104 and organizational chart will depict the placement and responsibility of this position. If additional information is required, please contact Deborah Tumulty, Chief Personnel Officer, at 782-4708.

END OF COPY

**CMS Recommendation**

This position meets the reporting criteria of the Commission Rules and considering similarities of the 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:	40070-25-53-100-00-01
Division:	Equal Employment Opportunity Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

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

M. **Illinois State Fire Marshal - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois State Fire Marshal.

COPY

Dear Director Rumman:

I would like to request the following Senior Public Service Administrator, Opt. 8L position be made 4d(3) exempt:

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-50-003-00-01
Division:	Legal
Incumbent:	Joseph August Sr.
Supervisor:	Illinois State Fire Marshall
Location:	Sangamon County

This position is our Chief General Counsel and reports directly to the State Fire Marshal. As the Chief General Counsel for the Agency, this position will provide legal and administrative advice and consultations; confer with other attorneys, commission and board members and other governmental agencies; and draft bills, amendments, resolutions and procedures for the Agency.

END OF COPY

**CMS Recommendation**

The position does meet the reporting criteria of the Commission Rules and considering similarities of the 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 POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-50-003-00-01
Division:	Legal
Incumbent:	Joseph August Sr.
Supervisor:	Illinois State Fire Marshall
Location:	Sangamon County

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

N. **Illinois State Fire Marshal - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois State Fire Marshal.

COPY

Dear Director Rumman:

I would like to request the following Public Service Administrator, Opt. 8L position be made 4d(3) exempt:

Position Title:	Public Service Administrator
Position Number:	37015-50-50-003-00-02
Division:	Legal
Incumbent:	Vacant
Supervisor:	40070-50-50-003-00-01
Location:	Sangamon County

This Assistant General Counsel will perform highly responsible work as assistant technical advisor in the areas of Fire Prevention, Arson Investigation, Elevator Safety and Personnel offering consultation and direction in regard to decisions and actions for the agency; insurance of administrative orders or decisions, regulations, rules and procedures; counsels agency administrative officials on matters of policy and organization; conducts litigation on special cases which have important implications in the agency.

END OF COPY

**CMS Recommendation**

The position does meet the reporting criteria of the Commission Rules and considering similarities of the 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 POSITION?**

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

Position Title: Public Service Administrator  
Position Number: 37015-50-50-003-00-02  
Division: Legal  
Incumbent: Vacant  
Supervisor: 40070-50-50-003-00-01  
Location: Sangamon County

O. **Illinois Workers' Compensation Commission - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois Workers' Compensation Commission.

COPY

Dear Director Rumman:

Please find the attached new job descriptions for the following titles for your review and submission to the Civil Service Commission for their approval to change these titles to the exempt code 4d(3):

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-37-800-00-01  
Division: Fiscal  
Incumbent: Charles T. Kusar  
Supervisor: Chairman  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-37-011-00-01  
Division: Insurance Compliance  
Incumbent: Robert M. Harris  
Supervisor: Chairman  
Location: Cook County

Due to the responsibilities of the Insurance Compliance Manager and Chief Financial Officer positions, we are requesting that you make these positions exempt under code 4d(3) for the following reasons:

The Chief Financial Officer position manages our fiscal division by administering, executing and projecting the appropriations for the entire agency. All financial decisions and recommendations are approved through this officer, who also administers the Second Injury Fund, Compensation Rate Adjustment Fund, Self-Insurers Fund, Self

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

Insurers Administration Fund and Transcript Deposit Fund. This position also impacts agency policy as it serves as a senior staff member and thus makes policy recommendations to the Chairman to whom it reports directly.

END OF COPY

**CMS Recommendation**

These positions do meet the reporting criteria of the Commission Rules and considering similarities of the requested positions 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?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-37-800-00-01  
Division: Fiscal  
Incumbent: Charles T. Kusar  
Supervisor: Chairman  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-37-011-00-01  
Division: Insurance Compliance  
Incumbent: Robert M. Harris  
Supervisor: Chairman  
Location: Cook County

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 OF DISMISSAL FILED WITH THE COMMISSION?**

VI. RECONVENE MEETING

April 21, 2005

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 March 31, 2005.

	<u>2/28/05</u>	<u>3/31/05</u>
Central Management Services	3	4
Children & Family Services	6	9
Comm. & Econ. Opportunity	4	4
Employment Security	1	1
Human Services	5	5
Labor	1	0
Natural Resources	1	1
Property Tax Appeal Board	1	1
Public Aid	9	10
Public Health	0	2
Revenue	1	1
State Retirement Systems	1	2
Transportation	<u>12</u>	<u>12</u>
Totals	45	52

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VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• **LAYOFF**  
**LA-11-04**

Petitioner	Beardsley, et al.	Appeal Date	8/12/03
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Daniel Stralka
Charge(s)	Violation of Personnel Rules	Proposed Finding	ALJ Finds No Violations of Sections 302.550 and 302.560 With Exception.

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

• **LAYOFF**  
**LA-02-05**

Petitioner	Robert Eifert	Appeal Date	7/06/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	ALJ Finds Pet. Entitled to Voluntary Reduction Pursuant to 302.560.

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

• **LAYOFF**  
**LA-03-05**

Petitioner	Richard M. Greer	Appeal Date	7/06/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

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VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

• **LAYOFF**  
**LA-04-05**

Petitioner	George Starkweather	Appeal Date	7/07/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

• **LAYOFF**  
**LA-05-05**

Petitioner	Geneva Bonifield	Appeal Date	7/07/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

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VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

• **LAYOFF**  
**LA-08-05**

Petitioner	Lloyd Phillips	Appeal Date	7/12/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

**DOES THE COMMISSION CONCUR WITH THE PROPOSED FINDING IN THE ABOVE MATTER?**

IX. APPEALS TERMINATED WITHOUT DECISION

• **LAYOFF**  
**LA-10-05**

Petitioner	Barbara J. Conrad	Appeal Date	7/15/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Recommended Decision	Default - Appeal Dismissed Subject to Commission Approval.

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

X. AMENDMENTS IN CLASS SPECIFICATIONS

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

April 21, 2005

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

<u>Current Position Title</u>	<u>Proposed Position Title</u>
KidCare Supervisor I ( <b>Abolish</b> ) KidCare Supervisor ( <b>Abolish</b> )	KidCare Supervisor ( <b>New</b> )

**Classification Analysis**

The Department of Public Aid wants to abolish the KidCare Supervisor I & II classifications and replace them with a single classification called KidCare Supervisor. As originally conceived, the existing KidCare Supervisor I class supervises a large staff of Public Aid Eligibility Assistants performing paraprofessional work in screening applicants and a small professional staff of Human Services Caseworkers engaged in providing medical casework services. In contrast, the KidCare Supervisor II supervises a large staff of Human Services Caseworkers performing medical casework services. However, the Department is now converting Public Aid Eligibility Assistance positions to Human Services Caseworker positions. They are no longer filling Public Aid Eligibility Assistance positions and have converted all vacated Public Aid Eligibility Assistance headcount to Human Services Caseworker positions. In addition to professional medical work, Human Services Caseworkers will also perform application registration work formerly performed by Public Aid Eligibility Assistance. As they redistribute the Human Services Caseworker positions between all supervisors, each KidCare supervisor position will supervise a large staff of professionals. Therefore, as all KidCare Supervisors will be performing at the "II" level, we are abolishing the "I" level and dropping the "II" from the KidCare Supervisor II.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MAY 1, 2005?**

<u>KidCare Supervisor I (Abolish)</u> <u>KidCare Supervisor (Abolish)</u>	<u>KidCare Supervisor (New)</u>
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**B. The following class titles were submitted for revision by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Human Services Grants Coordinator Trainee	no change in title
Human Services Grants Coordinator I	no change in title
Human Services Grants Coordinator II	no change in title
Human Services Grants Coordinator III	no change in title

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

**Classification Analysis**

This class was originally utilized only by the Department of Commerce and Community Affairs (now Commerce and Economic Opportunity), but is now used also by the Department of Public Aid. The changes made to the classes replace the phrase "Commerce and Community Affairs" with "an agency" so that any agency may use the class specification.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MAY 1, 2005?**

- Human Services Grants Coordinator
- Trainee
- Human Services Grants Coordinator I
- Human Services Grants Coordinator II
- Human Services Grants Coordinator III

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

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Health & Safety Officer I ( <b>Abolish</b> )	Public Safety Inspector ( <b>New</b> )
Health & Safety Officer II ( <b>Abolish</b> )	
Carnival & Amusement Safety Inspector ( <b>Abolish</b> )	
Health & Safety Officer Trainee ( <b>Abolish</b> )	Public Safety Inspector Trainee ( <b>New</b> )
Carnival & Amusement Safety Inspector Trainee ( <b>Abolish</b> )	

**Classification Analysis**

The Department of Labor requested that the three titles of Health & Safety Officer I, Officer II and Carnival & Amusement Safety Inspector be consolidated into a single Public Safety Inspector class and the trainee classes of Health and Safety Officer Trainee and Carnival and Amusement Safety Inspector Trainee be combined into a new Public Safety Inspector Trainee class. The agency has five carnival inspectors who conduct inspections of carnival and amusement rides for the entire State. During the carnival season, these inspectors travel long distances and work excessive amounts of overtime in order to complete all of the required inspections. This results in excessive travel and overtime expenses for the agency.

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

During the winter months, these inspectors are not used at their fullest potential because equipment/rides they inspect are not in operation. In contrast, the Health and Safety Officers perform routine safety inspections of public buildings once every ten years. Consolidating the carnival inspectors and the safety inspectors into one classification will result in the utilization of the current carnival inspectors to conduct safety inspections during the winter months and thus increase the frequency of routine safety inspections. The present safety inspectors would be used during the summer months to perform carnival inspections and thus reduce much of the travel and overtime expenses that carnival inspectors currently accrue.

The consolidation will improve the efficiency of agency operations by utilizing each inspector to their fullest potential, reduce travel and overtime costs and increase the number of routine safety inspections that the agency performs each year.

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MAY 1, 2005?**

<u>Health &amp; Safety Officer I</u> (Abolish)	<u>Public Safety Inspector</u> (New)
<u>Health &amp; Safety Officer II</u> (Abolish)	
<u>Carnival &amp; Amusement Safety Inspector</u> (Abolish)	

<u>Health &amp; Safety Officer Trainee</u> (Abolish)	<u>Public Safety Inspector Trainee</u> (New)
<u>Carnival &amp; Amusement Safety Inspector</u> <u>Trainee</u> (Abolish)	

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

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Employment Security Tax Auditor I	No Change in Title
Employment Security Tax Auditor II	No Change in Title

**Classification Analysis**

In order to improve the applicant pool, Department of Employment Security staff requested a clarification in requirements for the Employment Security Tax Auditor I and Employment Security Tax Auditor II to include 12 semester hours of accounting coursework. They also requested minor revisions in the Distinguishing Features of Work, Illustrative Examples of Work and Desirable Requirements for these classes.

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

**WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MAY 1, 2005?**

Employment Security Tax Auditor I  
Employment Security Tax Auditor II

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

<u>Current Position Title</u>	<u>Proposed Position Title</u>
New	Laborer Foreman

**Classification Analysis**

The Department of Central Management Services, Division of Employee and Labor Relations, negotiated with the Laborers' Union to create a class specification to encompass the role of a lead worker to Laborer (Building) positions who perform routine manual labor in assisting skilled trades people other than Plasterers and Brickmasons. Plasterers and Brickmasons are assisted by positions allocated to the Trades Tender. This class has been created in compliance with that negotiated agreement.

**WILL THE COMMISSION APPROVE THE ESTABLISHMENT OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE MAY 1, 2005?**

Laborer Foreman

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

XI. STAFF REPORT

April 21, 2005

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Wednesday, May 18, 2005 at 10:30 a.m. in the Commission's Springfield Office.

XIII. MOTION TO ADJOURN