

June 17, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
June 17, 2004

- 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 MAY 20, 2004

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR
MEETING HELD MAY 20, 2004?**

June 17, 2004

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	104	5
Agriculture	534	16
Arts Council	21	1
Banks and Real Estate	256	8
Capitol Development Board	15	0
Central Management Services	1227	83
Children and Family Services	3476	39
Civil Service Commission	5	0
Commerce & Econ. Opportunity	528	59
Commerce Commission	58	0
Corrections.....	14,498	110
Criminal Justice Authority.....	72	3
Deaf and Hard of Hearing Comm.	6	1
Developmental Disabilities Council	14	1
Elections Board	53	1
Emergency Management Agency.....	108	2
Employment Security	1946	26
Environmental Protect. Agency	1148	12
Financial Institutions.....	80	5
Guardianship and Advocacy	112	6
Historic Preservation Agency.....	230	5
Human Rights Commission.....	12	2
Human Rights Department	135	7
Human Services	15,819	60
Industrial Commission.....	167	8
Insurance.....	317	7
Investment Board	4	1
Labor.....	79	7
Labor Relations Board Educational	16	2
Labor Relations Board Local.....	2	0
Labor Relations Board State.....	19	2
Law Enforce. Trng. & Standard Bd.	25	1
Medical District Comm.	2	0
Military Affairs	141	3
Natural Resources.....	1735	28
Pollution Control Board	26	3
Prisoner Review Board	25	0
Professional Regulation.....	257	17
Property Tax Appeal Board	24	2
Public Aid	2354	20
Public Health.....	1136	27
Revenue.....	2216	45
State Fire Marshal	126	7
State Police	1510	6
State Police Merit Board	5	1
State Retirement System	80	1
Transportation.....	3007	1
Veterans Affairs	1176	3
TOTALS	54,906	644

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. Illinois Department of Revenue – Proposed Exemption

The following 4d(3) requests for exemption were continued at the May 20, 2004 meeting until June 17, 2004.

COPY

Dear Chairman Richards:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-07-100-00-01
Bureau/Division:	Legal Services – Special Counsel Office
Incumbent:	John T. Robinson
Supervisor:	General Counsel
Location:	Sangamon County

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-07-210-00-01
Bureau/Division:	Legal Services – Litigation Office
Incumbent:	Paul G. Badanski
Supervisor:	General Counsel
Location:	Sangamon County

Although these positions do not meet the reporting criteria of the Commission Rules and considering similarities of these positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of each position description, together with each Agency letter of request and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217) 782-7639.

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-100-00-01
Bureau/Division: Legal Services – Special Counsel Office
Incumbent: John T. Robinson
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services – Litigation Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

D. Illinois Department of Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the May 20, 2004 meeting until June 17, 2004.

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-33-000-01-02
Bureau/Division: Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

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

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

1. As Deferred Compensation Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
2. This position will work with autonomy and has responsibility for the determination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which establishes objectives and states the principles towards operating objectives of the Deferred Compensation Division which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide Deferred Compensation benefits to employees, retirees and beneficiaries for all State Agencies, Boards and Commissions under the jurisdiction of the Governor, other elected officials' offices, the State University System and contractors.
3. The Deferred Compensation Division Manager directs the Illinois State Employees' Deferred Compensation Program responsible for managing an average of \$150 million in payroll deferrals, accumulated investment interest and other monetary receipts annually.
4. This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

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

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

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-33-000-01-02
Bureau/Division: Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

E. Illinois Department of Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the May 20, 2004 meeting until June 17, 2004.

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-34-000-01-01
Bureau/Division: Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

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

- 1) As Benefits Management Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
- 2) This position will work with autonomy and has principal responsibility for the determination and implementation of policy, which establishes objectives and states the principles towards operating objectives of the Benefits Management Division, which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide consultative, support and analytical services to the Group Insurance, Deferred Compensation and Risk Management Division which provide benefits to members and members' dependents and/or retirees for all

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

State Agencies, Boards and Commissions, other elected officials' offices, the State University System, Retired Community College Teachers, Local Government Units and Contractors.

- 3) The Benefits Management Division Manager participates in the planning and programming of departmental activities, integrating the plans and projections of all Divisions within the Bureau of Benefits, especially those involving legislative issues and liaison functions, analytical support, and strategic planning initiatives for which this position is the primary resource for the Bureau.

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:	40070-37-34-000-01-01
Bureau/Division:	Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

F. Illinois Department of Agriculture – Proposed Exemption

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

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

COPY

Dear Chairman Kolker:

Director Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-10-000-00-01
Division:	Policy Liaison
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Sangamon

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-13-000-00-01
Division:	Promotional Services
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Sangamon

These positions do meet the reporting criteria of the Commission Rules and considering similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, Agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3877 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of the following Senior Public Service Administrator, Opt. 1 (40070-11-10-000-00-01) as provided in exempt Code Section of the Personnel Code.

This position reports directly to the Assistant Director of Agriculture and serves as an advocate liaison with the Governor's Office representing the Department. This

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

position acts in full authority for the Assistant Director performing highly complex assignments in the conceptualizing, planning, developing and interpreting proposed changes and their impact on Agency operations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact Tammy Payne at 217/785-5099. Thank you for your assistance in this matter.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of the following Senior Public Service Administrator, Opt. 1 (40070-11-13-000-00-01) as provided in exempt Code Section of the Personnel code.

This position reports directly to the Assistant Director of Agriculture and serves as Bureau Chief of Business Services for the Department. This position acts in full authority for the Assistant Director performing highly complex assignments in the conceptualizing, planning, developing and interpreting proposed changes and their impact on Agency operations.

This position acts in full authority of the Director and the Agency with commitment authority to public and private organizations for utilization of the Fairgrounds.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact Tammy Payne at 217/785-5099. Thank you for your assistance in this matter.

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-11-10-000-00-01
Division: Promotional Services
Incumbent: Vacant
Supervisor: Assistant Director
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-11-13-000-00-01
Division: Promotional Services
Incumbent: Vacant
Supervisor: Assistant Director
Location: Sangamon

G. Illinois Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Office of Banks and Real Estate

COPY

Dear Chairman Kolker:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-301-00-01
Division: Legal Division
Incumbent: Michael D. Morehead
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-401-10-01
Division: Legal Division
Incumbent: Alan I. Anderson
Supervisor: SPSA (40070-50-92-40-00-01)
Location: Cook County

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

Although these positions do not meet the reporting criteria of the Commission Rules, considering similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, Agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3677 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached are revised job descriptions for the following Senior Public Service Administrators within OBRE:

40070-50-92-301-00-01

40070-50-92-401-10-01

These positions are at the Division Director level; report either directly to me or to an Assistant Commissioner who reports directly to me; are Rutan exempt; each serves as a member of the OBRE senior management staff and as you will see in the attached job descriptions, they recommend, develop, and implement policy pertaining to their respective divisions and the overall Agency. As such, these positions meet the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the attached job descriptions and make a favorable recommendation to the Civil Service Commission that these positions be placed on the agenda for consideration of 4d(3) exemption at the Commission's regularly scheduled meeting to be held on May 20, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marcy Trowbridge, at 217/782-9993. Thank you for your consideration.

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-301-00-01
Division: Legal Division
Incumbent: Michael D. Morehead
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-401-10-01
Division: Legal Division
Incumbent: Alan I. Anderson
Supervisor: SPSA (40070-50-92-40-00-01)
Location: Cook County

H. Illinois Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Office of Banks and Real Estate.

COPY

Dear Chairman Kolker:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-230-00-01
Division: Fiscal Division
Incumbent: Linda C. Harrod
Supervisor: SPSA (40070-50-92-200-00-01)
Location: Sangamon County

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

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

To facilitate your staff's review, I have enclosed copies of the position description, Agency's letter of request and organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3677 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached please find a revised job description for a Senior Public Service Administrator within OBRE (40070-50-92-230-00-01). This position serves as the OBRE Fiscal Director. This is a Senior Staff position, and as you will see in the attached job description, involves responsibility for the determination and implementation of policy. As such, this position meets the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the attached job description and make a favorable recommendation to the Civil Service Commission that this position be placed on the agenda for consideration of 4d(3) exemption at the Commission's regularly scheduled meeting to be held on May 20, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marcy Trowbridge, at 217/782-9993. Thank you for your consideration.

END OF COPY

I. Illinois Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Office of Banks and Real Estate.

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

COPY

Dear Chairman Kolker:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-92-002-00-01
Division:	Commissioner's Office
Incumbent:	Steven D. Ginsburg
Supervisor:	Commissioner
Location:	Cook County

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.

To facilitate your staff's review, I have enclosed copies of the position description, Agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3677 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached is a revised job description for the following Senior Public Service Administrator within OBRE:

40070-50-92-002-00-01

This position is at the Division Director level; reports either directly to me or to an Assistant Commissioner who reports directly to me; is Rutan exempt; serves as a member of the OBRE senior management staff, and as you will see in the attached job description, recommends, develops, and implements policy pertaining to its respective division and the overall Agency. As such this position meets the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am

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

requesting that CMS review the attached job description and make a favorable recommendation to the Civil Service Commission that this position be placed on the agenda for consideration of 4d(3) exemption at the Commission's regularly scheduled meeting to be held on May 20, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marcy Trowbridge, at 217/782-9993. Thank you for your consideration.

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:	40070-50-92-002-00-01
Division:	Commissioner's Office
Incumbent:	Steven D. Ginsburg
Supervisor:	Commissioner
Location:	Cook County

J. Illinois Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Office of Banks and Real Estate.

COPY

Dear Chairman Kolker:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established positions:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-303-00-01
Division: Specialized Activities Supervision Division
Incumbent: Vacant (40070-50-92-300-00-01)
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-304-00-01
Division: Springfield Commercial Bank Supervision Division
Incumbent: Marc A. Edwards
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-305-00-01
Division: Chicago Commercial Bank Supervision Division
Incumbent: Richard C. Burnskill
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-306-00-01
Division: International Bank Supervision Division
Incumbent: Craig S. Volk
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-403-00-01
Division: Thrifts Division
Incumbent: James R. Copley
Supervisor: SPSA (40070-50-92-400-00-01)
Location: Cook

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

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-404-00-01
Division: Mortgage Banking Division
Incumbent: Arleatha H. Kelly
Supervisor: SPSA (40070-50-92-400-00-01)
Location: Cook County

Although these positions do not meet the reporting criteria of the Commission Rules, considering similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, Agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3677 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached are revised job descriptions for the following Senior Public Service Administrators within OBRE:

40070-50-92-303-00-01
40070-50-92-304-00-01
40070-50-92-305-00-01
40070-50-92-306-00-01
40070-50-92-403-00-01
40070-50-92-404-00-01

These position are all at the Division Director level; report either directly to me or to an Assistant Commissioner who reports directly to me; all are Rutan exempt; all serve as members of the OBRE senior management staff, and as you will see in the attached job descriptions, they recommend, develop, and implement policy pertaining to their respective division and the overall Agency. As such these positions meet the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the attached job descriptions and make a favorable recommendation to the Civil Service Commission that these positions be placed on the agenda for consideration of 4d(3)

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

exemption at the Commission's regularly scheduled meeting to be held on May 20, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marcy Trowbridge, at 217/782-9993. Thank you for your consideration.

END OF COPY

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: 40070-50-92-303-00-01
Division: Specialized Activities Supervision Division
Incumbent: Vacant (40070-50-92-300-00-01)
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-304-00-01
Division: Springfield Commercial Bank Supervision Division
Incumbent: Marc A. Edwards
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-305-00-00-01
Division: Chicago Commercial Bank Supervision Division
Incumbent: Richard C. Brunskill
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Cook County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-306-00-01
Division: International Bank Supervision Division
Incumbent: Craig S. Volk
Supervisor: SPSA (40070-50-92-300-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-403-00-01
Division: Thrifts Division
Incumbent: James R. Copley
Supervisor: SPSA (40070-50-92-400-00-01)
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-404-00-01
Division: Mortgage Banking Division
Incumbent: Arleatha H. Kelly
Supervisor: SPSA (40070-50-92-400-00-01)
Location: Cook County

K. Illinois Department of Central Management Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-19
Bureau/Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

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

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

- 1) The Manager of Transactions and Property Administration will report to the Deputy Director of the Bureau of Property Management.
- 2) This position develops policy, plans, directs, implements and administers the Real Property Administration, Leased Property Administration and Transactions Management functions responsible for purchasing, selling and leasing all properties utilized by all State Agencies, Boards and Commissions managed by Central Management Services as part of the facilities management consolidation under Executive Order 10, which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies; in property leasing, purchasing and selling functions. This position is responsible for planning and programming of departmental activities, integrating the plans and projections of a number of related divisions and other organizational entities including private property owners and landlords and is responsible for the planning and scheduling of work programs for those entities.
- 3) The Manager of Transactions and Property Administrator performs a critical role in possessing significant authority to bind the Agency in the negotiations of property leases, purchases and sales.
- 4) This position serves as spokesperson for the Deputy Director and the Agency on issues associated with the Real Property Administration, Leased Property Administration and Transactions Management functions.

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

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

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-19
Bureau/Division: Bureau of Property Management
Incumbent: Vacant
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02
Location: Cook County

L. Illinois Department of Children and Family Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Samuels of the Illinois Department of Children and Family Services has requested 4d(3) exemption of the following position:

Position Title: Executive II
Position Number: 13852-16-00-320-00-01
Division: Office of Legislative Affairs
Incumbent: Vacant
Supervisor: Chief of Legislative Affairs
Location: Cook County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

June 17, 2004

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

COPY

Dear Director Rumman:

I am requesting that the position of Executive II, 13852-16-00-320-00-01, for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Federal Legislation Program Manager for the Office of Legislative Affairs and serve as confidential liaison on behalf of the Agency Director and Chief of Legislative Affairs on all matters relating to federal legislation that would affect the statewide programs administered by the Department of Children and Family Services. The incumbent will implement statewide policies and procedures and organize goals and objectives relating to administrative procedures for the federal legislative program. Furthermore, this position will control, monitor, review, analyze and provide summation of all proposed federal regulations that would affect the statewide programs administered by the Department. Reporting directly to the Chief of Legislative Affairs, the incumbent will exercise considerable independence with respect to federal legislative activities while representing the Department with national advisory committees, associations, lobbying groups, and the general public, as well as providing advice and counsel to the Chief of Legislative Affairs and the Director.

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

Your assistance in reviewing and forwarding this position to the Civil Service Commission for exemption review is appreciated.

END OF COPY

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

June 17, 2004

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

Position Title: Executive II
Position Number: 13852-16-00-320-00-01
Division: Office of Legislative Affairs
Incumbent: Vacant
Supervisor: Chief of Legislative Affairs
Location: Cook County

M. Illinois Department of Financial Institutions – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Latz of the Illinois Department of Financial Institutions has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-19-01-120-00-01
Division: Administration
Incumbent: Ronald Miller
Supervisor: Director
Location: Sangamon County

This position meets 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.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organizational chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

June 17, 2004

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

COPY

Dear Director Rumman:

The Department of Financial Institutions is requesting a 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service administrator Option 3
Position Number:	40070-19-01-120-00-01
Division:	Administration
Incumbent:	Ron Miller
Supervisor:	Michele Latz, Director
Location:	Sangamon County

Directly subordinate to Director Latz, this position develops, administers, coordinates the operations of the Information Systems Division for the Department and functions as a policy level manager. The position is responsible for policy development and decision-making in the aforementioned program.

Enclosed please find an organizational chart and the clarified job description. If you have any questions, contact Jeff Grimmett, Human Resources, at 217/785-7040.

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 Option 3
Position Number:	40070-19-01-120-00-01
Division:	Administration
Incumbent:	Ron Miller
Supervisor:	Michele Latz, Director
Location:	Sangamon County

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

N. Illinois Department of Human Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-000-84-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary of Human Services
Location:	Sangamon County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting 4d(3) exempt code status of the Executive Assistant in the Springfield Office of the Secretary's Office. As the Executive Assistant, this position will formulate and implement policy which has statewide impact. The position is responsible for coordinating and assisting with the programs administered by the Department of Human Services. In addition, this position will serve as liaison with other offices, bureaus and divisions within the Department in order to coordinate services to all recipients. As such, this individual

June 17, 2004

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

will be responsible for developing, initiating and approving Agency policy and will serve as a member of the Secretary's Executive Management staff and will report directly to the Secretary of the Department of Human Services.

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

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

The Department of Human Services requests the Executive Assistant position be made 4d(3) exempt due to the statutory requirements, administrative responsibility, the scope of the work, and the discretion and scope of decision making required of this position. The actions of this position are subject only to the Secretary, an appointed position.

Thank you for your consideration of our request to extend 4d(3) exemption to the Senior Public Service Administrator position 40070-10-00-000-84-01.

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:	40070-10-00-000-84-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary of Human Services
Location:	Sangamon County

June 17, 2004

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

O. Illinois Department of Insurance – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Acting Director Manna of the Department of Insurance has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-14-10-000-00-01
Division:	Legal
Incumbent:	Robert Wagner
Supervisor:	Chief Deputy Director
Location:	Sangamon County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organizational chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request the exemption of the following position as provided in Section 4d(3) of the Personnel Code:

Senior Public Service Administrator #40070-14-10-000-00-01 – the individual in this position functions as the Agency's Chief Counsel. Subject to the approval of the Director, this position is responsible for providing and supervising the staff of Legal Services of the Department. It trains Technical Advisors and Counseling Deputies and is responsible for the administration of the Legal Staff Services Division; assists in the formulation of Department regulatory policy and its legal

June 17, 2004

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

ramifications and effects; coordinates the Department's litigation and directs the Legal Staff's activity in acting as a liaison with the Office of the Attorney General on lawsuits and oversees and reviews all legal matters and proceedings involving the Bureau of Liquidations and the various estates being handled by the Bureau. This position oversees and coordinates all of the Department's activity relating to the Director's role as rehabilitator of insurance companies including monitoring the activities of special deputies and acting as liaison with the Office of the Attorney General.

The enclosed CMS-104 and organizational chart will depict the placement and responsibility of this position. If you have further questions, please contact Jolene Lowder, Deputy Director Human Resources, 217/782-5343. Thank you in advance for your consideration.

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:	40070-14-10-000-00-01
Division:	Legal
Incumbent:	Robert Wagner
Supervisor:	Chief Deputy Director
Location:	Sangamon County

P. Illinois Department of Public Aid – Proposed Exemption

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

COPY

Dear Chairman Colker:

Director Maram has requested 4d(3) exemption of the following established position:

June 17, 2004

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-050-00-21
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position meets 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.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of Senior Public Service Administrator position 40070-33-00-050-00-21 as provided in Section 4d(3) of the Personnel Code.

This position serves as my policy advisor and liaison to the Governor's Office and is responsible for formulating and developing policies consistent with federal and state rules and regulations governing our Agency's interaction with hospitals utilized through the medical programs administered by the Department. The incumbent will work closely with me in all matters relating to the development and evaluation of Agency policies affecting hospitals. This person will have full authority to act in behalf with respect to these responsibilities and will have principle administrative responsibility for the manner in which Agency policy affecting hospitals is implemented.

The attached CMS-104 Position Description and organizational chart depict the placement and responsibility of this position. If you need additional information, please contact Theresa Bietsch in our Division of Personnel and Administrative Services at 782-3328.

END OF COPY

June 17, 2004

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-33-00-050-00-21
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Q. Illinois Department of Revenue – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-160-00-01
Division: Legal Services – Lottery Legal Division
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

June 17, 2004

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

COPY

Dear Director Rumman:

I am proposing the exemption of a Senior Public Service Administrator position for the State Lottery Legal Office.

This position serves as Deputy Chief Counsel reporting directly to the Agency's General Counsel, is attached to my office and is responsible for providing legal policy determination on legal matters related to the Lottery Act. The position is held accountable for providing input in respect to statutory interpretations, the legal implications of policy proposals and for policy recommendations.

This position serves as a direct subordinate to the Agency's General Counsel with responsibility for carrying out functions of the Legal Services Office whose primary function is to provide advice and consultation on departmental policy matters, rules and regulations and procedures relative to all Lottery laws, to Agency employees and other state agencies on a statewide and out-of-state basis. As the advice and determinations provided by this position often have a crucial impact on decisions and actions of the Department and other agencies under jurisdiction of the Governor and is held accountable for recommendations to the General Counsel for the philosophies, objectives, scope and priorities which govern the Legal Services Program, I believe the position meets criteria for exemption.

Attached is a CMS-104 for clarification of the current position and organizational chart. Your review and early positive presentation of this request to the Civil Service Commission is greatly appreciated. If additional information is needed, please advise Betty Ames of my Personnel Office so that we may respond most effectively and expeditiously.

END OF COPY

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

June 17, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-160-00-01
Division: Legal Services – Lottery Legal Division
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

R. Illinois Department of Revenue – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-25-11-000-00-01
Division: Office of Purchasing
Incumbent: Vacant
Supervisor: Director – Illinois Department of Revenue
Location: Sangamon County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manger, Classification Agency Services, at 785-8609.

END OF COPY

June 17, 2004

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

COPY

Dear Director Rumman:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-11-000-00-01
Division:	Office of Purchasing
Incumbent:	Vacant
Supervisor:	Director – Illinois Department of Revenue
Location:	Sangamon County

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

- 1) As the Agency State Purchasing Officer, this position will report to the Director plus will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services) and the Administrative Services Program Administrator.
- 2) This position serves as a policy formulating administrator of the Agency's Office of Purchasing in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all Agency-specific procurement policies, procedures for Agency-specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principles towards operating objectives of the Agency.
- 3) The Agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the Agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Revenue, I request 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 Betty Ames of my Personnel Office at 217/785-6542.

END OF COPY

June 17, 2004

VII. MOTION TO GO INTO EXECUTIVE SESSION

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

VIII. RECONVENE MEETING

IX. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

1. The following class title was submitted for abolishment by the Director of Central Management Services:

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Secretary to the Athletic Board	Abolish

WILL THE COMMISSION APPROVE THE ABOLISHING OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE JULY 1, 2004?

Secretary to the Athletic Board

2. 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>
Site Assistant Superintendent I	Site Assistant Superintendent I
Site Assistant Superintendent II	Site Assistant Superintendent II

The Department of Natural Resources requested the class specifications of Site Assistant Superintendent I and II be updated, taking out the old name of the Department of Conservation and inserting Natural Resources. A few minor changes were also made to the duty statements and knowledge, skills and abilities. The salaries will remain the same.

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VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE JULY 1, 2004?

Site Assistant Superintendent I
Site Assistant Superintendent II

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

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Educator Aide	Educator Aide

Pursuant to the No Child Left Behind (NCLB) Act signed into law by the President of the United States, on January 8, 2002, there are new educational requirements for paraprofessionals working in programs supported with Title I funds. To support the new law, revision of the Educator Aide classification specification is needed to add a new requirement for Educator Aides working under programs supported by Title I funding. The requirements are being changed from 30 semester hours of college work to two years of college coursework. The overall purpose of the law is to ensure that each child is able to meet the learning standards of the state where he or she lives by being taught by well-prepared teachers.

Although the Illinois Department of Corrections does not have Educator Aide positions funded under Title I, they have agreed to the elevation of requirements contained in the class specification for positions in their agency.

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

Educator Aide

VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

4. 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>
Residential Services Supervisor	Residential Services Supervisor
Internal Auditor Trainee	Internal Auditor Trainee
Liability Claims Adjuster Trainee	Liability Claims Adjuster Trainee
Accounting & Fiscal Administration Career Trainee	Accounting & Fiscal Administration Career Trainee
Activity Therapist	Activity Therapist
Chemist I	Chemist I
Child Protection Associate Specialist	Child Protection Associate Specialist
Child Welfare Associate Specialist	Child Welfare Associate Specialist
Child Welfare Specialist	Child Welfare Specialist
Corrections Medical Technician	Corrections Medical Technician
Corrections Nurse I	Corrections Nurse I
Dietitian	Dietitian
Disability Claims Adjudicator I	Disability Claims Adjudicator I
Environmental Protection Engineer I	Environmental Protection Engineer I
Financial Institutions Examiner Trainee	Financial Institutions Examiner Trainee
Habilitation Program Coordinator	Habilitation Program Coordinator
Information Services Intern	Information Services Intern

VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

Licensed Practical Nurse I	Licensed Practical Nurse I
Licensed Practical Nurse II	Licensed Practical Nurse II
Life Sciences Career Trainee	Life Sciences Career Trainee
Pharmacist Technician	Pharmacist Technician
Psychologist I	Psychologist I
Psychologist II	Psychologist II
Registered Nurse I	Registered Nurse I
Rehabilitation Counselor Trainee	Rehabilitation Counselor Trainee
Revenue Auditor Trainee	Revenue Auditor Trainee
Social Worker I	Social Worker I
Social Worker II	Social Worker II
Veterans' Nursing Assistant Certified	Veterans' Nursing Assistant- Certified
Laboratory Associate I	Laboratory Associate I
Security Officer	Security Officer
Site Technician I	Site Technician I
Information Services Specialist I	Information Services Specialist I

A request was made by Ann Pufundt, Executive Director of the Upward Mobility Program, to add language-identifying classes as being subject to the provisions of the Upward Mobility Program if they were not already identified as being Upward Mobility titles. She recommended the following language be added to all credential titles:

“This class is included as an Upward Mobility Program credential title.”

VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

Ms. PuFundt also asked the following language be added to certificate and dual titles (classes for which an applicant may qualify by successful completion of either the credential or certificate process):

“Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.”

The proposed requirements will allow applicants and human resources personnel to more clearly identify titles that are targeted in the Upward Mobility Program and whether entrance into the class through the program can be accomplished through completion of the credential process, the certificate process or both.

WILL THE COMMISSION APPROVE THE REVISIONS OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE JULY 1, 2004?

Site Assistant Superintendent
Site Assistant Superintendent II
Educator Aide
Residential Services Supervisor
Internal Auditor Trainee
Liability Claims Adjuster Trainee
Accounting & Fiscal Administration Career Trainee
Activity Therapist
Chemist I
Child Protection Associate Specialist
Child Welfare Associate Specialist
Child Welfare Specialist
Corrections Medical Technician
Corrections Nurse I
Dietitian
Disability Claims Adjudicator I
Environmental Protection Engineer I
Financial Institutions Examiner Trainee
Habilitation Program Coordinator
Information Services Intern
Licensed Practical Nurse I
Licensed Practical Nurse II
Life Sciences Career Trainee
Pharmacist Technician
Psychologist

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VII. AMENDMENTS IN CLASS SPECIFICATIONS (Continued)

Psychologist II
Registered Nurse I
Rehabilitation Counselor Trainee
Revenue Auditor Trainee
Social Worker I
Social Worker II
Veterans Nursing Assistant-Certified
Laboratory Associate I
Security Officer
Site Technician I
Information Services Specialist I

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

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 report as of May 31, 2004.

	<u>4/30/04</u>	<u>5/31/04</u>
Agriculture	1	10
Central Management Services	13	14
Children & Family Services	0	1
Comm. & Econ. Opportunity	2	2
Emergency Management Agency	1	0
Environmental Protection	2	2
Historic Preservation	3	21
Human Rights.	1	1
Natural Resources	30	38
Public Aid	5	4
Revenue	3	2
State Retirement Systems	1	1
Transportation	1	0
Veterans Affairs	1	0
Totals	64	96

June 17, 2004

IX. APPEALS TERMINATED WITHOUT DECISION

• RULE VIOLATION

RV-79-04 (Continued from May 20, 2004 Commission meeting.)

Respondent	Ronald Matrisciano	Appeal Date	12-29-03
Agency	Corrections	Decision Date	4-21-04
Charge	Rule Violation	ALJ	Daniel Stralka
Rule Violation	Violation of Personnel Code and Rules with respect to filling vacancies within agency.	Recommended Decision	Appeal Upheld; ALJ found that a rule violation had been committed.

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

• DISMISSAL

DA-93-03

Respondent	Ronald PuFundt, Jr.	Appeal Date	4-7-03
Agency	DCEO	Decision Date	5/17/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Falsification and Misrepresentation of Documents in order to Restart and Improperly Lengthen Term Appt.	Recommendation	Settlement and Release Received by CSC 5/17/04; Appeal Dismissed.

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

June 17, 2004

VI. APPEALS TERMINATED WITHOUT DECISION (Continued)

• **DISMISSAL**

DA-89-03

Respondent	Linda Williamson	Appeal Date	4/7/03
Agency	DCEO	Decision Date	5/17/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Falsification and Misrepresentation of Documents in order to Restart and Improperly Lengthen Term Appt.	Recommendation	Settlement and Release Received by CSC 5/17/04; Appeal Dismissed.

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

DA-67-04

Respondent	Louis Betts, III	Appeal Date	10-29-04
Agency	Corrections	Decision Date	5-18-04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Violation of Standards of Conduct.	Recommendation	Respondent's Motion For Directed Verdict Granted. Appeal Dismissed.

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

June 17, 2004

IX. APPEALS TERMINATED WITHOUT DECISION (Continued)

• **LAYOFF**

LA-96-04

Petitioner	M. Kathleen Nolan	Appeal Date	5/27/04
Agency	Commerce Commission	Decision Date	6/9/04
Action	Layoff	ALJ	Daniel Stralka
Allegation	Violation of Personnel Code and Rules.	Recommended Decision	Appeal Dismissed as Untimely and Petitioner Not a Code-Covered Employee.

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

X. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

• **DISCHARGE**

DA-90-04

Respondent	Tamika J. Washington	Appeal Date	4/12/04
Agency	DHS	Decision Date	5/25/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Absenteeism.	Recommended Decision	Appeal dismissed. Respondent failed to appear at scheduled hearing.

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

June 17, 2004

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, July 15, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN