

June 19, 2003

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
June 19, 2003

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

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD MAY 15, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD MAY 15, 2003?

IV. MOTION TO GO INTO EXECUTIVE SESSION

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

V. RECONVENE MEETING

VI. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of appeals in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeals are a matter of record in the Commission files.

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Marlowe F. Southall	Mental Health Technician II	Human Services

Request for hearing filed: December 30, 2002

RESULTS: Settlement Agreement and General Release filed with the Commission on May 2, 2003. File closed by letter dated May 6, 2003.

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

June 19, 2003

VII. APPEALS DENIED

DISMISSAL (TRAINEE)

Lisa R. Angel

On May 12, 2003, the Commission received an appeal from Lisa Rolando Angel requesting a hearing concerning her separation from employment with the Department of Public Aid. Staff investigation disclosed that Ms. Angel was in a trainee position and non-certified at the time of her discharge and, therefore, the Commission does not have jurisdiction to grant her request for a hearing. Ms. Angel was advised by letter dated May 19, 2003 that her appeal was denied due to lack of jurisdiction by the Commission.

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

DISMISSAL (POSITION IS EXEMPT FROM JURISDICTION A, B, AND C)

Edward E. Killman

On April 30, 2003, the Commission received an appeal from Edward E. Killman, who was terminated from his employment with Illinois Department of Transportation as a Technical Manager III. Mr. Killman stated he believed he was terminated based solely on political connections and not job performance. Our investigation showed that Mr. Killman was in a Technical Manager III position, which is exempt from Jurisdiction A, B, and C in accordance with Section 4c(12) of the Personnel Code. Therefore, Mr. Killman was advised by letter dated May 8, 2003 that the Commission lacks jurisdiction to grant his request for hearing.

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

SUSPENSION MORE THAN 30 DAYS (NOT TIMELY)

Megan M. Konrath

On May 27, 2003, the Commission received a letter from Megan M. Konrath requesting a hearing concerning her suspension of more than 30 days from the Department of Corrections. The Personnel Code and Rules require that an employee file a request for hearing no later than 15 days after receipt of the approved charges for suspension. Staff investigation disclosed that Ms. Konrath received such charges on April 23, 2003, but her request was not deposited in the United States mail until May 22, 2003, 29 days following service of the charges. Therefore, Ms. Konrath was advised by letter dated June 4, 2003 that the Commission is without jurisdiction to grant her a hearing.

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

June 19, 2003

VIII. ADMINISTRATIVE REVIEW APPEALS

Circuit Court – Dismissal

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
DA-13-03	Gabriella Beckman Department of Human Services Decision dated: February 20, 2003 CHARGE: Falsification of employment status; conduct unbecoming a state employee; filing a false report; failure to follow instructions.	Cook	May 2, 2003

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

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>No. of Exempt Positions</u>
Aging	103.....	6
Agriculture	558.....	10
Arts Council.....	21.....	1
Banks and Real Estate.....	264.....	2
Central Management Services	1,139.....	23
Children and Family Services.....	3,492.....	30
Commerce & Econ. Opportunity	428.....	41
Corrections.....	14,115.....	104
Deaf and Hard of Hearing Comm.	8.....	1
Developmental Disabilities Council	14.....	1
Elections Board.....	50.....	1
Emergency Management Agency	63.....	1
Employment Security.....	1,925.....	10
Environmental Protect. Agency	1,145.....	5
Financial Institutions.....	85.....	4
Guardianship and Advocacy	116.....	6
Historic Preservation Agency	222.....	2
Human Rights Commission	10.....	2
Human Rights Department	139.....	4
Human Services	15,689.....	40
Industrial Commission	151.....	8
Insurance.....	332.....	6
Investment Board.....	4.....	1
Labor.....	84.....	7
Labor Relations Board Educational	22.....	2
Labor Relations Board State	24.....	2
Law Enforcement Trng. & Standard ...Bd.....	24.....	1
Liquor Control Commission	73.....	3
Lottery.....	235.....	7
Medical District Commission	5.....	1
Natural Resources	1,727.....	25
Pollution Control Board.....	30.....	3
Professional Regulation	263.....	8
Property Tax Appeal Board	39.....	2
Public Aid	2,367.....	15
Public Health.....	1,138.....	17
Revenue	1,982.....	30
State Fire Marshal.....	128.....	4
State Police	1,546.....	5
State Police Merit Board.....	5.....	1
State Retirement System	77.....	1
Veterans Affairs	1,137.....	2
TOTALS	50,979.....	445

IX. 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.

* * *

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Central Management Services - Proposed Exemption

The Department of Central Management Services has requested to withdraw its request for 4d(3) exemption for the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-07-000-01-02
Division: Procurement
Incumbent: Vacant
Supervisor: Chief of Staff
Location: Cook

D. Department of Human Services - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-10-00-500-00-01
Division: Secretary's Office
Incumbent: Vacant
Supervisor: Secretary Adams
Location: Cook

This position will serve as Chief Operations Officer in the Department of Human Services reporting to the Secretary. As the Chief Operations Officer, this position will formulate and implement policy that has statewide impact. This position will monitor and manage all aspects of the Department's Office of Contract Administration, Office of Facility Administration and Office of Human Resources. This position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services and will serve on the executive management team. Additionally, this position will formulate primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Considering the reporting relationship directly to the Secretary and comparable to other program policy exemptions, I agree with Secretary Adams and recommend 4d(3) exemption.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is establishing a Chief Operations Officer position. This position will report directly to the Secretary. As the Chief Operations Officer, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Department's Office of Contract Administration, Office of Facility Administration, and Office of Human Resources. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services, and will serve on my immediate executive management team. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Chief Operations Officer for the Department of Human Services be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

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:	40070-10-00-500-00-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary Adams
Location:	Cook

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

E. Department of Human Services - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-600-00-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary Adams
Location:	Cook

This position will serve as Administrator of Human Capital Development Services in the Department of Human Services. As Administrator, this position will formulate and implement policies that will have statewide impact. This position will oversee and direct all aspects of the Division of Transitional Services and the Division of Community Operations and will serve on the executive management team. In addition, this position will serve as liaison with other bureaus and divisions within the Department in order to coordinate services to all recipients along with developing, initiating and approving agency policy guidelines for administration and delivery of programs in Illinois and the Department of Human Services.

Considering the reporting relationship directly to the Secretary and comparable to other program policy exemptions, I agree with Secretary Adams and recommend 4d(3) exemption. Included within this package are copies of clarifications for two 4d(3) exempt positions listed below that previously reported directly to the Secretary of DHS but now report to the administrator of Human Capital Development Services.

Director of Transitional Services
Director of Community Operations

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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is establishing an Administrator of the Human Capital Development Services which will report to the Secretary. As the Administrator, this position will formulate and implement policy which has statewide impact. The position will oversee and direct all aspects of the Division of Transitional Services and the Division of Community Operations. In addition, will serve as liaison with other bureaus and divisions within the Department in order to coordinate services to all recipients. As such, this individual will be responsible for developing, initiating and approving agency policy and will serve on my immediate executive management team.

Therefore, I am requesting that the position of Administrator of the Human Capital Development Services, DHS be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

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:	40070-10-00-600-00-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary Adams
Location:	Cook

F. Department of Human Services - Proposed Exemption

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

COPY

Dear Chairman Richards:

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-400-00-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary Adams
Location:	Sangamon

This position will serve as Chief Financial Officer in the Department of Human Services. As the Chief Financial Officer, this position will formulate and implement policy that has statewide impact. This position will monitor and manage all aspects of the Department's Office of Management Information Services, Office of Fiscal Services and the Office of Budget. This position will serve as liaison with other offices and bureaus in order to coordinate function and services and will serve on the executive management team. Additionally, this position will formulate primary program policy guidelines for administration and delivery of programs in Illinois and the Department of Human Services.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Secretary Adams and recommend 4d(3) exemption.

Included within this package are copies of clarifications for two 4d(3) exemption positions listed below that previously reported directly to the Secretary of DHS, but now report to the Chief Financial Officer.

Chief Budget Officer
Administrator of the Office of Management Information Systems

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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is establishing a Chief Financial Officer position. This position will report directly to the Secretary. As the Chief

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Financial Officer, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Department's Office of Management Information Services, Office of Fiscal Services, and the Office of Budget. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services, and will serve on my immediate executive management team. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Chief Financial Officer for the Department of Human Services be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

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:	40070-10-00-400-00-01
Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary Adams
Location:	Sangamon

G. 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 Richards:

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

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-14-01
Division: Director's Office
Incumbent: Zaldaynaka Scott
Supervisor: Director & Governor
Location: Cook

This position will report to the Director and the Governor, serves as Inspector General of the Office of Inspector General, possessing full investigative authority over all entities and individuals under the jurisdiction of the Governor, acts independently as policy formulating official in planning, directing, implementing and administering, through subordinate supervisors, all investigator, legal and support operations of the Office. In addition, this position oversees all budgetary aspects and resource allocation issues for the Office. Serves as official spokesperson for the Director and the Governor to all internal and external entities on all matters pertaining to the Office possessing independent commitment authority.

Considering the reporting relationship directly to the Director and the Governor and comparable to other program policy exemptions, I agree and 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 Tricia Pineda, Internal Personnel Office, at 782-7638.

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: 40070-37-00-000-14-01
Division: Director's Office
Incumbent: Zaldaynaka Scott
Supervisor: Director & Governor
Location: Cook

H. Department of Central Management Services - Proposed Exemption

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

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Chairman Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-14-04
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Sr. Public Service Administrator (Inspector General)
Location:	Cook

This position will report to the Inspector General, serves as First Deputy Inspector General of the Office of Inspector General, possessing full investigative authority over all entities and individuals under the jurisdiction of the Governor, plans, directs, controls, coordinates and supervises, through subordinate supervisors, the investigator and support operations of the Office. In addition, this position develops and recommends appropriate policies and procedures covering assigned scope of responsibility; participates in formulation and implementation of policies.

Considering the reporting relationship directly to the Inspector General and comparable to other policy exemptions, I agree and 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 Tricia Pineda, Internal Personnel Office, at 782-7638.

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:	40070-37-00-000-14-04
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Sr. Public Service Administrator (Inspector General)
Location:	Cook

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

I. 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 Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-14-02, 03
Division:	Director's Office
Incumbent:	Scott McKibben, Ram Kamath
Supervisor:	Director
Location:	Cook

These positions will report to the Director, serving as policy-formulating managers with statewide authority for all State agencies, coordinating efforts in the development and implementation of the Governor's prescription drug program which includes implementation of the Discount Card Program and conducting negotiations with a PBM to administer the program. In addition, these positions serve as official spokespersons on behalf of the Governor and the Director in policy formulating discussions and in representing, explaining, interpreting and eliciting support for the Governor's prescription drug program with the media, legislature, special interest groups and all other public and private entities.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree and 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 Tricia Pineda, Internal Personnel Office, at 782-7638.

END OF COPY

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

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-14-02, 03
Division: Director's Office
Incumbent: Scott McKibben, Ram Kamath
Supervisor: Director
Location: Cook

J. Department of Revenue - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

Position Title: Administrative Assistant 1
Position Number: 00501-25-04-110-00-02
Division: Legislative Office
Incumbent: Vacant
Supervisor: Jennifer Shehorn
Location: Sangamon County

This position reports directly to the Chief Legislative Liaison and will serve as an Agency legislative staff person. This position will exercise major policy responsibility in assisting and representing the agency legislatively to legislators and others, impacting the major operating programs of the Agency.

Considering that the position reports directly to the Chief Legislative Liaison of the Department of Revenue, with delegated policy responsibilities, I agree with Director Hamer and recommend 4d(3) exemption. All other positions in the Legislative Office have 4d(3) exemption status.

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 Marianne Armento, Division Manger at 782-5601 in the Division of Technical Services.

END OF COPY

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Director Rumman:

Attached is a Position Description to establish an Administrative Assistant I position in the Agency's Legislative Office, and our request that this position be forwarded to the Civil Service Commission for 4(3) exemption approval.

This position reports directly to the Chief Legislative Liaison of the Department of Revenue and will serve as an Agency legislative staff person exercising major policy responsibility in assisting and representing the agency legislatively to legislators and others, impacting the major operating programs of the Agency. All other positions in the Legislative Office have 4(d)3 exemption status.

The position description and organizational charts are enclosed. Your favorable approval of this request is appreciated.

END OF COPY

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

Position Title:	Administrative Assistant 1
Position Number:	00501-25-04-110-00-02
Division:	Legislative Office
Incumbent:	Vacant
Supervisor:	Jennifer Shehorn
Location:	Sangamon County

K. Department of Human Services - Proposed Exemption

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

COPY

Dear Chairman Richards:

Secretary Adams of the Department of Human Services has requested 4d(3) exemption of seven positions.

The first position reports directly to the agency director and serves as the Special Assistant for Hispanic/Latino Affairs.

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-10-09-000-00-29
Division: Hispanic/Latino Affairs
Incumbent: Jose Lopez
Supervisor: Secretary Carol A. Adams
Location: Cook County

Considering that the position reports directly to the Secretary of the Department of Human Services, with delegated policy responsibilities, I agree with Secretary Adams and recommend 4d(3) exemption.

The following three positions do not meet the reporting criteria of the Commission's Rules, but do serve as bureau managers with delegated policy responsibilities. The position to which they report is 4d(3) exempt and programmatically similar to what was previously the Director of Alcoholism and Substance Abuse.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-300-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Dave Dierks
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-200-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Peggie Powers
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-100-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Norma Seibert (Temporary Appointment)
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Sangamon County

Considering the scope and nature of the policy responsibilities of these positions and their similarity to comparable positions that have recently been exempted by the Civil Service Commission, I agree with Secretary Adams and recommend 4d(3) exemptions for these three positions.

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

The next two positions do not meet the reporting criteria of the Commission's Rules, but do serve as Assistant Facility Directors with designated policy responsibilities. Each position reports to a 4d(2) exempt position, which is that of the Director of W. W. Fox Developmental Center or of the Director of the Elisabeth Ludeman Center.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-67-200-00-01
Division: Mental Health and Developmental Disabilities Services
Incumbent: Cheryl Winnicki
Supervisor: SPSA (40070-10-67-000-00-21)
Location: Livingston County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-72-000-00-21
Division: Mental Health and Developmental Disabilities Services
Incumbent: Kimberlee Brewerton
Supervisor: SPSA (40070-10-72-000-00-22)
Location: Cook County

Considering the scope and nature of the policy responsibilities of these positions and their similarity to comparable assistant facility director positions in the Department of Corrections that have been exempted by the Civil Service Commission, I agree with Secretary Adams and recommend 4d(3) exemption for these two positions.

The final position does not meet the reporting criteria of the Commission's Rules, but does report to the Metro North Network Administrator and serves as the Coordinator for Housing Services.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-76-960-00-01
Division: Office of Mental Health and Developmental Disabilities Services
Incumbent: Renee Rose
Supervisor: SPSA (40070-10-76-000-00-01)
Location: Cook County

Considering the sensitivity of the program administered and the position's liaison responsibilities, I agree with Secretary Adams and recommend consideration of 4d(3) exemption of this position.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

To facilitate your staff's review of these seven positions, I have enclosed a copy of the subject positions, together with the agency's letter of request and pertinent organizational charts. If additional information is required, please contact Marianne Armento, Manager, Division of Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Enclosed for your review are CMS 104's which the Department of Human Services has determined to be exempt positions. Because these positions serve as policy-making officials, participate in determining policy, etc., the Department feels these positions should be exempt from the Personnel Code as 4d(3) positions. Upon your review and determination that these positions could be granted the 4d(3) exemption, the Department of Human Services will prepare the necessary paperwork in order to effect this change.

Thank you for your attention to this request.

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: 40070-10-09-000-00-29
Division: Hispanic/Latino Affairs
Incumbent: Jose Lopez
Supervisor: Secretary Carol A. Adams
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-300-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Dave Dierks
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Sangamon County

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-200-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Peggie Powers
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-40-100-00-01
Division: Office of Alcoholism and Substance Abuse
Incumbent: Norma Seibert (Temporary Appointment)
Supervisor: SPSA (40070-10-40-000-00-01)
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-67-200-00-01
Division: Mental Health and Developmental Disabilities
Services
Incumbent: Cheryl Winnicki
Supervisor: SPSA (40070-10-67-000-00-21)
Location: Livingston County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-72-000-00-21
Division: Mental Health and Developmental Disabilities
Services
Incumbent: Kimberlee Brewerton
Supervisor: SPSA (40070-10-72-000-00-22)
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-10-76-960-00-01
Division: Office of Mental Health and Developmental Disabilities
Services
Incumbent: Renee Rose
Supervisor: SPSA (40070-10-76-000-00-01)
Location: Cook County

L. Department of Agriculture - Proposed Exemption

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

COPY

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Dear Chairman Richards:

Director Charles A. Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-02-000-00-01
Division:	Executive Office
Incumbent:	Joseph V. Dalessandro
Supervisor:	Director of Agriculture
Location:	Springfield

This position reports directly to the Director of Agriculture and directs and administers policies and procedures affecting the Department's budget. The position acts with full authority of the Director in negotiating funding levels for the Department of Agriculture with the Governor's Office, Bureau of the Budget and the General Assembly.

Considering the reporting relationship and the fact that the position directs and administers policies and procedures affecting the Department's budget, I agree with Director Hartke and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a current Senior Public Service Administrator, Opt. 2 (40070-11-02-000-00-01), as provided in Section 4d(3) of the Personnel Code.

This position reports directly to the Director of Agriculture. It directs and administers policies and procedures affecting the Department of Agriculture's budget for the entire Agency. The position acts in full authority for the Director and interprets Agency policies, programs and objectives for Bureau of the Budget, Governor's office, General Assembly, intergovernmental public and private organizations.

June 19, 2003

X. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

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

If additional information is needed, please contact James A. Shupenus, Jr. at 217/524-0221.

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 POSITION:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-02-000-00-01
Division:	Executive Office
Incumbent:	Joseph V. Dalessandro
Supervisor:	Director of Agriculture
Location:	Springfield

M. Department of Natural Resources - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Joel Brunsvold of the Department of Natural Resources has requested 4d(3) exemption of the following position:

Position Title:	Public Service Administrator
Position Number:	37015-12-00-000-40-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

This position reports directly to the Director. This position is the Manager of the Chicago Operations serving as Northeastern Illinois Department liaison between the Department and the Governor's Office, the city of Chicago, Cook County Government and with all other municipalities within the county of Cook, the

June 19, 2003

XI. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Great Lakes Council and constituency groups. This position develops departmental policies which affect the programmatic objectives and statutory responsibilities within Northeastern Illinois. This position speaks on behalf of the department and speaks with the Director's authority.

Considering the reporting relationship and the fact that this position is similar in the liaison role as other positions granted 4d(3) exemption, I agree with Director Brunsvold and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY
COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish a Public Service Administrator and a position action exempting the position from Jurisdiction B, Section 4d(3) of the Personnel Code.

As Manager of the Chicago Operations, the responsibilities of this position fix this Agency's programmatic objectives and statutory responsibilities within Northeastern Illinois. This position also speaks on behalf of the Department and speaks with the Director's authority.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Terri Fuhr, at 782-7616.

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-12-00-000-40-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

N. Department of Public Health - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Whitaker of the Department of Public Health has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-01-020-00-81
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Whitaker
Location:	Cook County

This position serves as the Chief of Staff in the Director's Office and will report directly to the Director and is vested with extremely sensitive issues. The Chief of Staff directs and participates in studies to evaluate effectiveness of existing and proposed policies, programs and procedures. The Chief of Staff serves in a liaison capacity with the Governor's Office, Agency management staff, and others.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Whitaker and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached is the clarification of a Senior Public Service Administrator position, which serves as my Chief of Staff in the Director's Office. This position reports directly to me and is vested with extremely sensitive issues. The Chief of Staff

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

serves in a liaison capacity with the Governor's Office, Agency management staff and others. The Chief of Staff position directs and participates in studies to evaluate effectiveness of existing and proposed programs, procedures and policies.

Since this position does report directly to me and is vested with such major policy responsibilities, I am requesting that it be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. An overview organizational chart is also included for your review.

If additional information is needed by your staff, please have them contact Gina Swehla at 217/785-2031. Your attention to this matter will be appreciated.

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:	40070-20-01-020-00-81
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Whitaker
Location:	Cook County

O. Department of Corrections - Proposed Exemption

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

COPY

Dear Chairman Richards:

Acting Director Donald N. Snyder, Jr. of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title:	Public Service Administrator
Position Number:	37015-29-00-200-11-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	40070-29-00-200-00-01
Location:	Sangamon County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position reports to the Chief of the Office of Communications, which is a 4d(3) position. This position formulates and interprets agency policy and procedures.

This position does not meet the reporting criteria for a 4d(3) exempt position. In addition, while the position formulates and interprets agency policy and procedures, it is specific to the Office of Communication. It does not direct programs defined by statute. Therefore, I cannot agree with Acting Director Snyder and cannot recommend this position for 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request that you approve and forward to the Civil Service Commission a request for 4d(3) exempt status of the Public Service Administrator in the Office of Communications for the Illinois Department of Corrections.

The position will speak on behalf of the Department to the media and general public regarding critical issues and agency policy. Additionally, this position will formulate and interpret agency policy and procedures. The position currently reports to the Chief of the Office of Communications, Sr. Public Service Adm., #40070-29-00-200-00-01, which is 4d(3).

To assist you in your review, the position description and an organizational chart are attached.

If you have any questions regarding this request, please contact Barbara Hamilton at 217-522-2666.

END OF COPY

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

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Public Service Administrator
Position Number: 37015-29-00-200-11-01
Division: Director's Office
Incumbent: Vacant
Supervisor: 40070-29-00-200-00-01
Location: Sangamon County

P. Department of Corrections - Proposed Exemption

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

COPY

Dear Chairman Richards:

Acting Director Donald N. Snyder, Jr. of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-29-01-000-00-01
Division: Chief of Staff
Incumbent: Andrew D. Walter
Supervisor: Director
Location: Sangamon County

This position reports directly to the Director and develops and implements policy for the assigned areas of Policy and Directives, Inmate Issues, Employee Services, Labor Relations, Personnel and Payroll/Timekeeping/Claims.

Considering the reporting relationship and the fact that the position is responsible for representing the director of the agency in the interpretation of programs and policies, I agree with Acting Director Snyder and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Director Rumman:

This letter is to request that you approve and forward to the Civil Service Commission the request for 4d(3) exempt status of the Senior Public Service Administrator, Chief of Staff, for the Illinois Department of Corrections.

This position no longer serves as a confidential assistant to the Director. Therefore, we are requesting Central Management Services rescind the 4d(1) exempt status. This position continues to report to the Director and will develop and implement policy for the assigned areas of Policy and Directives, Inmate Issues, Employee Services, Labor Relations, Personnel and Payroll/ Timekeeping/Claims.

To assist you in your review, the position description and an organizational chart are attached.

If you have any questions regarding this request, please contact Nanci Bounds at 217-522-2666.

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:	40070-29-01-000-00-01
Division:	Chief of Staff
Incumbent:	Andrew D. Walter
Supervisor:	Director
Location:	Sangamon County

Q. Department of Agriculture - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Charles A. Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position:

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-71-000-00-01
Division:	Executive Office
Incumbent:	Vacant
Supervisor:	Director of Agriculture
Location:	Springfield

This position reports directly to the Director and directs and administers policies and procedures affecting the Illinois State Fair. Furthermore, this position serves as a liaison and advisor representing the Director in regards to functions related to the Illinois State Fair.

Considering the reporting relationship and the fact that the position administers policies and procedures I agree with Director Hartke and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a current Senior Public Service Administrator, Opt. 1 (40070-11-71-000-00-01), as provided in Section 4d(3) of the Personnel Code.

This position reports directly to the Director of Agriculture. It directs and administers policies and procedures affecting the Bureau of Illinois State Fair for the Department of Agriculture. The position acts in full authority for the Director with fair personnel, fair associations, and intergovernmental public and private organizations. The position also interprets Agency policies, programs and objectives for Bureau.

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

If additional information is needed, please contact James A. Shupenus, Jr. at 217/785-5099.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

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 POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-11-71-000-00-01
Division: Executive Office
Incumbent: Vacant
Supervisor: Director of Agriculture
Location: Springfield

R. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Russell of the Illinois Department of Employment Security has requested 4d(3) policy exemption of the following position.

Position Title: Public Service Administrator
Position Number: 37015-44-00-101-00-35
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Russell
Location: Cook County

As Administrator of the Director's Office of Community Relations, this position will develop, coordinate, implement and review program and policies for the agency administrative offices statewide on behalf of the Director. This position will serve as a member of the Director's Executive Staff in the consideration of all policy revision and critical issues that have an agency-wide impact. Additionally, this position will serve as the official spokesperson for the director with the Office of the Governor, the legislature and other elected officials, state, local and county leaders possessing full authority to commit resources on behalf of the Director.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Considering the reporting relationship directly to the Secretary and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

I am proposing the exemption of a new Senior Public Service Administrator, as provided in Section 4d(3) of the Personnel Code.

This position involves a variety of non-recurring sensitive and controversial administrative duties and reports directly to the Director of the Department of Employment Security. This position translates orally and in writing for Spanish speaking individuals, supervises other individuals, acts with the full authority of the Director as official spokesperson and performs outreach to the legislature, the media, other state agencies, state, local, county leaders, and community organizations.

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

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 POSITION?

Position Title:	Public Service Administrator
Position Number:	37015-44-00-101-00-35
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

S. Department of Commerce & Economic Opportunity - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Jack Lavin of the Department of Commerce & Economic Opportunity has requested 4d(3) exemption of the following two established positions:

The first position serves as Deputy Director for the Bureau of Workforce Preparation. This position reports directly to the Director and formulates and implements policy, rules and regulations for the Bureau. Additionally, this position maintains the authority to make administrative decisions on behalf of the Director that commits workforce policy and programs to courses of actions and resources.

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-40-000-00-01
Division:	Workforce Preparation
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

Considering the reporting relationship and the fact that the position formulates and implements policies for the Bureau of Workforce Preparation, I agree with Director Jack Lavin and recommend 4d(3) exemption for this position.

The second position serves as Assistant Deputy Director for the Bureau of Workforce Preparation. It reports directly to the Deputy Director for the Bureau of Workforce Preparation and directs and administers the Bureau's strategic planning and development of new program initiatives. Additionally, it carries the authority to commit policy, resources and operational actions in the same capacity of the Deputy Director in the absence of the Deputy Director.

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-40-100-00-01
Division:	Workforce Preparation
Incumbent:	Vacant
Supervisor:	40070-42-40-000-00-01
Location:	Cook County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Although this position does not meet the reporting criteria of Commission Rule 11, the Commission has granted exemptions of similar positions with the rationale that the employee serves in the capacity of a position exempted from Code coverage in their absence.

Considering the programmatic responsibilities of the above position, I agree with Director Lavin and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting 4d(3) exemptions for two Senior Public Service Administrator positions in the Department of Commerce and Economic Opportunity.

The positions requested for 4d(3) exemptions are Senior Public Service Administrators serving as the Deputy Director and Assistant Deputy Director of Bureau of Workforce Preparation. The Bureau of Workforce Preparation will be transferred from Department of Employment Security to DCEO through Legislative Transfer effective July 1, 2003. The Deputy Director position, #40070-42-40-000-00-01 will report to the Agency Director and has the reporting criteria necessary for exemption. The position administers programs and functions defined by Illinois statute of the Personnel Code. This position also maintains the authority to make administrative decisions on behalf of the Director and implement policy and procedures pertaining to the Workforce Preparation Bureau for the Director.

The Assistant Deputy Director of Bureau of Workforce Preparation will be individually responsible to the Bureau Chief. The duties of the Assistant Deputy will be the same as the other Assistant Deputies within the Department. Since there is no longer a position to oversee and coordinate operations of Bureaus across the Agency, the Deputy Director's scope of responsibility has increased to implement and identify Agency-wide resources when projects warrant multi involvement for economic development projects. Therefore, this change elevates the reporting hierarchy and the principle policy administration of the Assistant Deputy Director position. The Assistant Deputy Director directs and administers

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

the Bureau's strategic planning, developing new program initiatives for the Bureau. The position will also maintain authority to commit policy, resources and operational actions in the same capacity of the Deputy Director in their absence.

The structural changes and programmatic responsibilities of the above listed positions, warrant consideration of exemption of 4d(3) of the Personnel Code. These changes are consistent with the organizational structure of the other Deputies and Assistant Deputies within the Department, currently all 4d(3) exempt.

I appreciate your consideration of this request and ask for your approval to make these positions 4d(3) exempt.

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: 40070-42-40-000-00-01
Division: Workforce Preparation
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-40-100-00-01
Division: Workforce Preparation
Incumbent: Vacant
Supervisor: 40070-42-40-000-00-01
Location: Cook County

T. Department of Veterans' Affairs - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Dolgos of the Department of Veterans' Affairs has requested 4d(3) exemption of the following position:

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-300-00-01
Division:	Deputy Director's Office
Incumbent:	Vacant
Supervisor:	Director Dolgos
Location:	Sangamon County

This position is the Deputy Director of Human Resources who directs and administers policies and procedures effecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, other State agencies and to community organizations.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Dolgos and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, Opt. 1, as provided in Section 4d(3) of the Personnel Code.

This position is a Deputy Director position and reports directly to the Director of the Department of Veterans' Affairs and directs and administers policies and procedures effecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, other State agencies and to community organizations.

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

Thank you for your assistance in this matter.

END OF COPY

June 19, 2003

IX. 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: 40070-34-00-300-00-01
Division: Deputy Director's Office
Incumbent: Vacant
Supervisor: Director Dolgos
Location: Sangamon County

U. Department of Military Affairs - Proposed Exemption

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

COPY

Dear Chairman Richards:

Adjutant General Harris (Director) of the Department of Military Affairs has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-35-08-000-00-01
Division: State Personnel
Incumbent: Vacant
Supervisor: Adjutant General (Agency Director)
Location: Sangamon County

This position is the Manager of the Department's Human Resource Office and reports directly to the Adjutant General (Director) of the Department of Military Affairs. This position will direct and administer the policies and procedures effecting agency Human Resource programs for the Agency. This position acts with the full authority of the Director in negotiation statewide labor contract; performs outreach to the legislature and to other state agencies.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Harris and recommend 4d(3) exemption.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a Senior Public Service Administrator, Opt. 1, Position No. 40070-35-08-000-00-01, as provided in Section 4d(3) of the Personnel Code.

This is the manager of the Department's Human Resource Office and reports directly to the Director of Military Affairs and directs and administers policies and procedures effecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, and other state agencies.

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

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 POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-35-08-000-00-01
Division:	State Personnel
Incumbent:	Vacant
Supervisor:	Adjutant General (Agency Director)
Location:	Sangamon County

V. Department of Employment Security - Proposed Exemption

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

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Chairman Richards:

Director Russell of the Illinois Department of Employment Security, has requested 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-06-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

This position will report directly to the Director. This position will serve as a policy-formulating manager and will plan, develop, organize control and evaluate activities of the Office of Human Resource Management. Additionally, this position will serve as agency spokesperson for IDES in matters regarding Human Resource issues and will represent the Director in meetings and conferences.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-06-000-00-01

This position acts a policy formulating manager, plans, develops, organizes, controls and evaluates the activities of the Office of Human Resource Management; through subordinate managerial staff, sets policy and procedure for

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

the Office, establishes program objectives, develops long-range plans, and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions.

The attached position description and organization chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695.

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 POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-06-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

W. 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 Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-14-05
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Senior Public Service Administrator
Location:	Cook County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position will report to the Inspector General of the Office of Inspector General. Subject to management approval of the Inspector General, serves as Chief Investigator, possessing full investigative authority over all entities and individuals under the jurisdiction of the Governor, plans, directs, controls, coordinates and manages, through subordinate supervisors, the investigatory operations of the Office and preparation of investigatory reports; develops protocol for the Ethics Hotline and manages all Hotline staff. Develops and recommends appropriate policies and procedures covering all investigative components of the Office. Serves as official spokesperson and representative with all internal investigations staff in all agencies under the Governor. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

Considering the reporting relationship to Inspector General and comparable to other policy exemptions, I agree and 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 Tricia Pineda, Internal Personnel Office, at 782-7638.

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:	40070-37-00-000-14-05
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Senior Public Service Administrator
Location:	Cook County

X. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Russell of the Illinois Department of Employment Security has requested 4d(3) policy exemption of the following position:

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-44-07-000-00-01
Division: Director's Office
Incumbent: Joseph Mueller
Supervisor: Director Russell
Location: Cook County

This position will report directly to the Director. This position will serve as a policy-formulating manager and will plan, develop, organize, control and evaluate the activities of the State and Federal Legislative Program. As manager, this position will formulate policy, initiate and implement broad administrative programs, long-range goals and objectives for the State and Federal Legislation Program. Additionally, this position will serve as agency spokesperson for IDES in matters regarding State and Federal Legislative issues.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-07-000-00-01

This position serves as a policy formulating manager, plans, develops, organizes, controls and evaluates the activities of the State/Federal Legislation Program; through subordinate managerial staff sets policy and procedure for the Bureau, establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs.

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695.

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 POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-07-000-00-01
Division:	Director's Office
Incumbent:	Joseph Mueller
Supervisor:	Director Russell
Location:	Cook County

Y. Department of Human Rights - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Claps of the Department of Human Rights has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-49-00-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Claps
Location:	Cook County

This position will report directly to the Director. This position will establish a variety of subcommittee and working groups setting policy and priority for each group consistent with the overall charge to the Commission. Additionally, this

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

position will represent the Director with the authority to commit the agency as authorized to a cause of action.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Claps and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Mr. Rumman:

This letter is to request that the attached Senior Public Service Administrator (SPSA) job description be changed to a 4d(3) exemption reporting directly to me, the Director of the Illinois Department of Human Rights.

The duties of the requested SPSA position, No. 40070-49-00-000-00-01, have changed significantly to reflect total administrative responsibility for administration of the Commission on Discrimination and Hate Crimes which includes development of policy, procedures and regulations for the statewide program, representing the Director, as needed; supervising professional and other support staff engaged in duties relevant to the Discrimination and Hate Crimes program.

Thank you for your prompt attention to this matter.

If you have any questions, you may contact me or Ms. Helen Jett, my Deputy Director, at 312-814-6245.

END OF COPY

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

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-49-00-000-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Claps
Location: Cook County

Z. Department of Human Rights - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Claps of the Department of Human Rights has requested 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-49-00-000-00-10
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Claps
Location: Cook County

This position is the Director of Legislative Affairs, who has total administrative responsibility for administration of the Department's Legislative Program, which develops policy, procedures and regulations. This position represents the Director as a liaison between Illinois Department of Human Rights, the General Assembly and the Governor's Office; provides testimony at legislative hearings and subcommittee meetings.

Considering the reporting relationship and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Claps and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Mr. Rumman:

This letter is to request that the attached Senior Public Service Administrator (SPSA) job description be established as a 4d(3) exemption reporting directly to me, the Director of the Illinois Department of Human Rights.

The duties of the attached Senior Public Service Administrator position No. 40070-49-00-000-00-10 reflect total administrative responsibility for administration of the Department's legislative program which includes development of policy, procedures and regulations; representing the Director, as needed; supervising professional and other support staff engaged in duties relevant to the legislative program.

Thank you for your prompt attention to this matter.

If you have any questions, you may contact me or Ms. Helen Jett, my Deputy Director, at 312-814-6245.

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:	40070-49-00-000-00-10
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Claps
Location:	Cook County

AA. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Russell has requested 4d(3) exemptions of three positions:

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

The first position will report to the Director. This position will serve as the Chief Financial Officer and will serve as a policy-formulating manager. This position will plan, develop, organize and control the activities of the Office of Financial Operation, formulating financial policies to control and coordinate administrative and organization financial and budgetary systems. Additionally, this position will represent the Director of the agency with regard to budget and financial matters to official meetings and committees, including legislative bodies and governmental commissions.

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-04-000-00-01
Division:	Director's Office
Incumbent:	John Gingrich
Supervisor:	Director Russell
Location:	Cook County

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and recommend 4d(3) exemption.

The second position will report directly to the Director and will serve as the Executive Director of the Board of Review. This position will serve as a statewide policy-formulating administrator, organizing, planning and evaluating operations of the Board of Review while developing, implementing and interpreting operating policy and procedures. This position will develop and implement policies and procedures for administration and interpretation of the Unemployment Insurance Act consistent with Board of Review authorities. Additionally, this position will serve as official spokesperson on behalf of the Director on matters pertaining with the Board for the Advisory Board, the Board of Review, and with management staff.

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-00-000-03-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and recommend 4d(3) exemption.

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

The third position will report directly to the Director as a policy-formulating manager. As Chief Hearings Referee this position will serve as Chief legal and technical advisor for the Board of Review. Provides advice and counsel on agency policy matters, rules, regulations, procedures and similar issues that have an impact on IDES decisions and actions. Additionally, this position will serve as official agency spokesperson for the Governor's appointed review board, The Board of Review, agency managers, Attorney General and state and federal officials.

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-03-000-00-02
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-04-000-00-01

This position acts as the agency's Chief Financial Officer, formulates policy, plans, develops, organizes, controls and evaluates the activities of the Office of Financial Operations, including UI Trust Fund, Federal, State and Internal budget and Accounting Services; formulates financial policies to control and coordinate administrative and organizational financial and budgetary systems to ensure maximum funding and resource allocation for efficient and cost effective use consistent with IDES goals; through subordinate managerial staff, sets policy and procedures for the Office, serves as the agency spokesperson in all matters

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

regarding financial operations; establishes objectives, develops long-range plans and monitors progress toward accomplishing goals; controls and evaluates sophisticated automated systems for Budget activities; interprets complex rules, regulations, policies and procedures for the Office.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

Thank you for your assistance in this matter. If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695.

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-00-000-03-01

This position serves as Executive Director of the Board of Review; as a policy formulating manager, plans, organizes, control and evaluates the administration, operation, policy and procedural matters of the Board of Review; formulates correspondence and initiates reports; serves as official spokesperson for the Director on matters concerning the Board of Review with the legislature, public interest groups and other interested parties.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

If you have any questions, please contact Ms. Georgia Brahos, Human resource Manager, at 312-793-9695.

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-03-000-00-02

This position acts as a policy formulating manager, serves as staff administrator of the Board of Review; plans, organizes, controls, executes and evaluates the administration, operation and policy and procedural matters of the Board and

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

support operations staff conducting business of the Board; formulates correspondence and initiates reports; serves as official spokesperson for the Director and legal advisor to the agency and to the Governor's appointed Review Board with internal and external staff, officials, Board members and the general public on legal methods, practices and procedures which have a crucial impact on legal decisions, recommendations and actions of IDES.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

Thank you for your assistance in this matter. If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695.

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: 40070-44-04-000-00-01
Division: Director's Office
Incumbent: John Gingrich
Supervisor: Director Russell
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-44-00-000-03-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Russell
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-44-03-000-00-02
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Russell
Location: Cook County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

BB. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-00-000-01-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

This position reports to the Director. This position serves as the principal policy advisor to the Director and will operate with autonomy and confidentiality in all matters of judgment and action associated with the policy formulation, planning, direction, coordination and control of the agency's mandated programmatic mission.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-00-000-01-01

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position serves as the principal policy advisor to the Director of the Illinois Department of Employment Security; operates with autonomy and confidentiality in all matters of judgment and action associated with the policy formulation, planning, direction, coordination, installation and control of the agency's mandated programmatic mission.

The attached position description and organizational chart(s) will depict the duties, responsibilities, and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003.

If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695. Thank you for your assistance.

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:	40070-44-00-000-01-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

CC. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Russell has requested 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-08-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

June 19, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position will report to the Director. This position serves as a policy-formulating manager, plans, develops, organizes, controls and evaluates the activities of the Office of Appeals. This position will establish program objectives, develops long-range plans and monitors progress toward accomplishing goals. Additionally, this position will serve as the official spokesperson for the Director on matters concerning the Office of Appeals with the legislature, public interest groups and other interested parties.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and 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 Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provide in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-08-000-00-01

This position acts as a policy formulating manager, plans, develops, organizes, controls and evaluates the activities of the Office of Appeals; through subordinate managerial staff sets policy and procedure, establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions. Serves as the official spokesperson for the Director on matters concerning the Office of Appeals with the legislature, public interest groups and other interested parties.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of June 1, 2003. If you have any questions, please contact Ms. Georgia Brahos, Human Resource Manager, at 312-793-9695. Thank you for your assistance in this matter.

END OF COPY

IX. 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: 40070-44-08-000-00-01
 Division: Director's Office
 Incumbent: Vacant
 Supervisor: Director Russell
 Location: Cook County

X. 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, 2003.

	<u>4/30/03</u>	<u>5/31/03</u>
Agriculture	2	4
Central Management Services	0	2
Corrections	2	1
DCEO	1	0
Employment Security	1	1
Historic Preservation	0	1
Human Services	3	3
Labor Relations Board Educ.	1	1
Natural Resources	4	21
Professional Regulation	3	3
Public Health	4	4
State Police	1	1
State Retirement Systems	1	1
Transportation	0	1
Veterans Affairs	<u>0</u>	<u>1</u>
	23	45

June 19, 2003

XI. APPEALS PENDING DECISION

Dismissal of Appeal - Failure to Appear

<u>Name</u>	<u>Title</u>	<u>Department</u>
Howell, Elena	Corrections Residence Counselor II	Corrections

CHARGES: Violated the Department's Directives on Drug Testing for Applicants and Employees, Standards of Conduct, and Rules of Conduct, in that she tested positive for cocaine on January 30, 2003 and failed to provide appropriate documentation explaining her positive test result within the required timeframe.

Request for hearing filed: April 16, 2003

WHAT IS THE DECISION OF THE COMMISSION?

Remanded by Commission - Dismissal

Friedman, Dr. Luba	Public Service Administrator	Children & Family Services
--------------------	------------------------------	-------------------------------

CHARGE: Inappropriate use of state equipment and conduct unbecoming a state employee relating to an e-mail that she sent from the Department's electronic mail system.

Request for hearing filed: 6-10-02

Remanded to Administrative Law Judge for further evidence: 9-19-02

WHAT IS THE DECISION OF THE COMMISSION?

Dismissals

Pinn, Kyranett	Mental Health Tech II	Human Services
----------------	-----------------------	----------------

CHARGE: Refusing to work mandated overtime.

Request for hearing filed: 3-3-03

WHAT IS THE DECISION OF THE COMMISSION?

Engelmann, Shannon	Correctional Officer	Corrections
--------------------	----------------------	-------------

CHARGE: Failure to return from Leave of Absence within five days after the expiration date.

Request for hearing filed: 3-27-03

WHAT IS THE DECISION OF THE COMMISSION?

June 19, 2003

XI. APPEALS PENDING DECISION (continued)

Pickett, LaTina Mental Health Tech II Human Services

CHARGE: Recipient Abuse
Request for hearing filed: 4-8-02

WHAT IS THE DECISION OF THE COMMISSION?

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, July 17, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN