

August 19, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
August 19, 2004

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

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD JULY 15, 2004

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR
MEETING HELD JULY 15, 2004?**

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

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	154.....	5
Agriculture	649.....	18
Arts Council	20.....	1
Banks and Real Estate.....	254.....	8
Capitol Development Board.....	16.....	0
Central Management Services	1207.....	84
Children and Family Services	3512.....	41
Civil Service Commission.....	5.....	0
Commerce & Econ. Opportunity	504.....	59
Commerce Commission.....	58.....	0
Corrections.....	14,476.....	110
Criminal Justice Authority	73.....	3
Deaf and Hard of Hearing Comm.	7.....	1
Developmental Disabilities Council	13.....	1
Elections Board	53.....	1
Emergency Management Agency.....	110.....	2
Employment Security	2017.....	26
Environmental Protect. Agency	1160.....	12
Fin. & Prof. Regulation.....	902.....	22
Guardianship and Advocacy	111.....	6
Historic Preservation Agency.....	266.....	5
Human Rights Commission	12.....	2
Human Rights Department.....	150.....	7
Human Services	15,767.....	61
Industrial Commission.....	163.....	7
Insurance	319.....	8
Investment Board	4.....	1
Labor.....	79.....	7
Labor Relations Board Educational.....	16.....	2
Labor Relations Board Local	2.....	0
Labor Relations Board State	19.....	2
Law Enforce. Trng. & Standard Bd.....	25.....	1
Medical District Comm.	2.....	0
Military Affairs	147.....	3
Natural Resources	1954.....	28
Pollution Control Board	26.....	3
Prisoner Review Board	24.....	0
Property Tax Appeal Board	23.....	2
Public Aid.....	2375.....	21
Public Health	1154.....	27
Revenue.....	2185.....	51
State Fire Marshal.....	135.....	7
State Police.....	1547.....	7
State Police Merit Board.....	5.....	1
State Retirement System.....	80.....	1
Transportation	2989.....	1
Veterans Affairs	1181.....	3
TOTALS	55,377.....	642

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

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

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

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

The following 4d(3) requests for exemption were continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

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

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

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

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

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

END OF COPY

August 19, 2004

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

COPY

Dear Director Rumman:

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

40070-50-92-301-00-01

40070-50-92-401-10-01

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

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

END OF COPY

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

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

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

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

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

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

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

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

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

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

END OF COPY

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

COPY

Dear Director Rumman:

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

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

END OF COPY

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

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

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

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

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

COPY

Dear Chairman Kolker:

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

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

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

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

END OF COPY

COPY

Dear Director Rumman:

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

40070-50-92-002-00-01

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

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

agenda for consideration of 4d(3) exemption at the Commission's regularly scheduled meeting to be held on May 20, 2004.

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

END OF COPY

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

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

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

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

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

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

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

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

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

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

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

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

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

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

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

END OF COPY

COPY

Dear Director Rumman:

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

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

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

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

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

END OF COPY

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

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

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

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

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

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

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

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

G. Illinois Department of Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-000-19-01
Bureau/Division: Illinois Office of Communication and Information
Incumbent: Vacant
Supervisor: Deputy Director of the Illinois Office of Communication and Information
Location: Cook County

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

1. The Media Administrator #1 – Department of Commerce and Economic Opportunity (DCEO) reports to the Deputy Director of the Illinois Office of Communication and Information (IOCI) of Central Management Services (CMS) and works closely in collaboration with the Director of DCEO.

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

2. The Media Administrator #1 – Department of Commerce and Economic Opportunity is responsible for policy development, planning, implementing and administering all media services and operations for the Offices of the Director's Office and the Opportunity Returns Office of the agency working in collaboration with the Director of DCEO as part of the media relations consolidation under Executive Order Number 2 which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies.
3. This position serves as agency spokesperson and representative on behalf of DCEO on Director's Office and the Opportunity Returns Office issues to the media advocating, explaining and interpreting to both print and broadcast medias the content and implications of specific agency events, issues, inquiries, ongoing news and other activities to maximize the accuracy, consistency, and effectiveness of understanding of intent to all concerned parties.
4. This position serves as primary coordinator and representative to the Governor's Press Office, various CMS and DCEO staff depending on nature of issue and other agency Media Administrators coordinating research and development of responses to inquiries on DCEO Director's Office and the Opportunity Returns Office issues and coordinates partnerships with other agencies attending media events impacting multiple agencies and in the course of these duties is responsible for planning and programming of departmental activities, integrating the plans and projections of a number of related governmental divisions and media entities and the planning and scheduling of work programs associated with media relations.

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

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

END OF COPY

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

August 19, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-000-19-01
Bureau/Division: Illinois Office of Communication and Information
Incumbent: Vacant
Supervisor: Deputy Director of the Illinois Office of Communication and Information
Location: Cook County

H. Environmental Protection Agency – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

Dear Chairman Kolker:

Director Cipriano of the Illinois Environmental Protection Agency has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-46-00-000-00-07
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

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

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

END OF COPY

August 19, 2004

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

COPY

Dear Mr. Rumman:

The Illinois Environmental Protection Agency is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number	40070-46-00-000-00-07
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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

1. As the agency Regional Economic Development Officer, this position will report to the Director.
2. This position serves as the statewide Project Manager for the agency Regional Economic Development Plan to expand and retain existing and attract new businesses to all state regions focusing on export oriented businesses via the development and offering of packages of governmental incentives to businesses developed in collaboration with the Department of Commerce and Economic Opportunity.
3. Serves as spokesperson for the Director and the agency on issues associated with the agency's Economic Development Plan to the legislature, private businesses and associations, the media, public interest groups, DCEO, and various state, local and federal governmental entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Illinois Environmental Protection Agency I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Kevin Tirey, Human Resources Manager, at 524-4157.

END OF COPY

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

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

Position Title: Senior Public Service Administrator
Position Number 40070-46-00-000-00-07
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

I. Department of Public Aid – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number 40070-33-00-060-00-21
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number 40070-33-00-060-00-22
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organizational chart. If

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

additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of two Senior Public Service Administrator positions (40070-33-00-060-00-21 and 40070-33-00-060-00-22) as provided in Section 4d3 of the Personnel Code.

These positions serve as my policy advisors and liaisons to the Governor's Office and are responsible for formulating and developing policies consistent with federal and State rules and regulations governing the Governor's Prescription Drug Program. The incumbents will work closely with me and the Governor's Office in all matters relating to the development and evaluation of policies affecting a State Prescription Drug Program. These special assistants will have full authority to act in my behalf with respect to these responsibilities and will have principle administrative responsibility for the manner in which policy affecting the Governor's Prescription Drug program is implemented.

The attached CMS-104 Position Descriptions and organizational chart depict the placement and responsibility of these positions.

If you need additional information, please contact Theresa Bietsch in our Division of Personnel and Administrative Services at 782-3328.

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	40070-433-00-060-00-21
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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

Position Title: Senior Public Service Administrator
Position Number 40070-33-00-060-00-22
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

J. Illinois Department of Revenue – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number 40070-25-94-200-00-01
Division: Lottery-Promotions Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number 40070-25-90-200-10-01
Division: Lottery-Events/Sponsorship Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number 40070-25-90-200-30-01
Division: Lottery-Instant Game Product Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

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

Position Title:	Senior Public Service Administrator
Position Number	40070-25-90-200-40-01
Division:	Lottery-On-Line Product Office
Incumbent:	Vacant
Supervisor:	Lottery Superintendent
Location:	Cook County

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

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

END OF COPY

COPY

Dear Director Rumman:

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

These positions report directly to the Lottery Superintendent, which is attached to my office. The positions are responsible for the development of new, or expansion of current Lottery programs designed to improve and enhance the effectiveness and efficiency of Lottery operations. These positions will be responsible for the formulation and implementation of policy for their respective program, initiate legislative proposals and perform the primary controlling impact on the end results and outputs of their programs. While these positions now either have no subordinate staff or a very small subordinate staff, it is imperative that the Lottery Superintendent allows individuals to be hired into these positions to establish their program at a later date. As almost all functions of the State Lottery involve contracting with outside vendors, e.g., advertising firms, marketing firms, etc., these individuals will be responsible for the actions of those vendors on a day-to-day basis.

As these positions serve as direct subordinates to the Lottery Superintendent with responsibility for developing Lottery policy, rules and regulations, and have a crucial impact on decisions and actions of the State Lottery, I believe the positions meet all criteria for exemption.

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

Attached are CMS-104's to clarify or establish the positions and an organizational chart for your review. Your review and early positive presentation of this request to the Civil Service Commission is greatly appreciated. If additional information is needed, please advise Betty Ames of my Personnel Office so that we may respond most effectively and expeditiously.

END OF COPY

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

Position Title: Senior Public Service Administrator
Position Number 40070-25-94-200-00-01
Division: Lottery-Promotions Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number 40070-25-90-200-10-01
Division: Lottery-Events/Sponsorship Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number 40070-25-90-200-30-01
Division: Lottery-Instant Game Product Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

August 19, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-25-90-200-40-01
Division: Lottery-On-Line Product Office
Incumbent: Vacant
Supervisor: Lottery Superintendent
Location: Cook County

K. Department of Natural Resources – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-12-00-300-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

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

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization charts.

If additional information is required, please contact Maribeth Moore, Unit Manager, Classification Agency Services, at 782-3877.

END OF COPY

August 19, 2004

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

COPY

Dear Mr. Rumman:

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

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

- 1) The position would be developing and managing the Department's Regional Economic Development Plan.
- 2) The position will serve as a spokesperson for the Director and the Agency on issues associated with the Regional Economic Development Plan to the legislature, private businesses and associations, the media, public interest groups, DCEO, and various other entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the department of Natural Resources, I request 4d(3) exemption.

Your concurrence with this request will be appreciated. Should you need additional information, please contact Michele Cusumano at 782-1274.

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:	40070-12-00-300-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

August 19, 2004

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

L. Illinois Department of Agriculture – Proposed Exemption

The following 4d(3) request for exemption was continued at the July 15, 2004 meeting until August 19, 2004.

COPY

Dear Chairman Kolker:

Director 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:	40070-11-01-000-00-02
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

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

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

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of the following Senior Public Service Administrator, Opt. 1 (40070-11-01-000-00-02) as provided in exempt Code Section of the Personnel Code.

This position reports directly to the Director of Agriculture and serves as statewide Project Manager developing policy and implementing and managing the agency Regional Economic Development Plan for the Department of Agriculture. This position serves as spokesperson for the Director and the Agency on issues associated with the Agency's Economic Development Plan. This position acts in

August 19, 2004

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

full authority for the Director allocating and reallocating resources to accommodate fluctuating operational needs.

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

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

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-01-000-00-02
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

M. Environmental Protection Agency – Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Cipriano of the Illinois Environmental Protection Agency has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-25-300-00-01
Division:	Deputy Director's Office
Incumbent:	Charles Bennett
Supervisor:	Deputy Director 40070-46-10-000-00-01
Location:	Sangamon County

August 19, 2004

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

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

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

END OF COPY

COPY

Dear Mr. Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-25-300-00-01) in accordance with Section 4d(3) of the Personnel Code.

This position directly reports to the Deputy Director and is located in Springfield, Illinois. The position serves as Chief Information Officer of the Agency with the full scope of information systems activities and responsibilities. Other duties also include acting as a policy-making official and participates in determining IEPA policy toward operating objectives in the agency.

The attached CMS-104 (Position Description) and an organizational chart will depict the placement and responsibilities of this position.

If additional information is needed, please contact me so that we may respond effectively and expeditiously.

END OF COPY

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

August 19, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-46-25-300-00-01
Division: Deputy Director's Office
Incumbent: Charles Bennett
Supervisor: Deputy Director 40070-46-10-000-00-01
Location: Sangamon County

N. Illinois Department of Corrections - Proposed Exemption

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

COPY

Dear Chairman Kolker:

Director Robert E. Walker Jr. of the Department of Corrections has requested 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-500-00-01
Division: Director's Office/Placement Resources
Incumbent: Vacant
Supervisor: Director
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-600-00-01
Division: Director's Office/Personnel
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

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

END OF COPY

August 19, 2004

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

COPY

Dear Director Rumman:

This letter is to request the approval of and forward to the Civil Service Commission 4d(3) exempt status of two Sr. Public Service Administrator positions for the Illinois Department of Corrections.

The Manager of the Placement Resources Unit will report to the Director and will have reporting responsibility to the Assistant Director. This position serves as a policy-formulating administrator of the Agency's Placement Resources Unit in planning, directing, implementing and administering, in collaboration with the Director and the Assistant Director, the procedures of this program area. This position has principal responsibility for the creation and execution of policies that guide the operation of the Placement Resources programs that are offered to the offenders in the custody of this Agency.

The Agency Personnel Manager will report to the Director and will formulate, develop and implement Agency specific statewide policies regarding such personnel programs of classification, transactions, insurance and discipline. In addition to serving as the departmental spokesperson between Central Management Services, the Attorney General and the Civil Service Commission, this position will be responsible for advising management on the development of new programs, changes in operations and other personnel administration matters.

The position descriptions of these two Sr. Public Service Administrators and the organizational charts depicting their subordinate programs are attached to assist you in your review.

If you have any questions regarding this request, please contact James Reinhart 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 POSITIONS?

August 19, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-500-00-01
Division: Director's Office/Placement Resources
Incumbent: Vacant
Supervisor: Director
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-600-00-01
Division: Director's Office/Personnel
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

O. Department of Commerce & Economic Opportunity – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-010-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

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

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

END OF COPY

August 19, 2004

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

COPY

Dear Director Rumman:

I am requesting 4d(3) exemption for a Senior Public Service Administrator position that provides key program and policy administration for the Marketing/Publications Projects in the Department of Commerce and Economic Opportunity.

The position, Senior Public Service Administrator, position number 40070-42-00-010-00-01, reports to the Agency Director and serves as the policy-formulating Manager of the Marketing/Publications Projects for the Agency. In this position, the individual formulates and implements policy for all DCEO programs and statewide marketing and publication projects for the Agency. Additionally, this position manages and directs all advertising and publication concepts for Agency-wide communication venues and possesses authority to act on behalf of the Agency Director specifically in securing advertising and public relations contracts for marketing and publication projects for the Agency.

The nature of this position's authority to direct programs for marketing publication development directly correlates to and impacts the mission of this Agency. It is imperative to the effective management of the Agency to appoint an individual who can be held wholly accountable in their performance of accepting and implementing Executive directives on economic development. To ensure this accountability, it is critical that the individual serving in this position be exempt from Jurisdiction B of the Personnel Code to this position.

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

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:	40070-42-00-010-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

August 19, 2004

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

P. Department of Public Health – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-50-000-00-01
Division:	Office of Health Protection
Incumbent:	Vacant
Supervisor:	Director of the Department of Public Health
Location:	Sangamon County

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

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

UNCOPY

COPY

Dear Director Rumman:

Attached is the clarification of a revised Senior Public Service Administrator position for the administration of the Office of Health Protection. This position reports directly to me. The incumbent exercises principal policy responsibility for the determination and execution of policy for the control of all the Divisions of the Office of Health Protection, which is the largest Office of the agency. The incumbent oversees and administers all of the Office's statutorily defined programs.

August 19, 2004

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

Since this position is vested with such significant 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 your staff needs additional information, please have them contact Roxanne Jackson, Deputy Director of Human Resources, at 217-785-2031. Your attention to this matter will be appreciated.

UNCOPY

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:	40070-20-50-000-00-01
Division:	Office of Health Protection
Incumbent:	Vacant
Supervisor:	Director of the Department of Public Health
Location:	Sangamon County

V. MOTION TO GO INTO EXECUTIVE SESSION

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

VI. RECONVENE MEETING

August 19, 2004

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of July 31, 2004.

	<u>6/30/04</u>	<u>7/31/04</u>
Agriculture	9	8
Central Management Services	13	8
Children & Family Services	8	6
Comm. & Econ. Opportunity	2	2
Emergency Management Agency	1	1
Environmental Protection	2	2
Historic Preservation	27	34
Human Rights.	1	1
Natural Resources	56	51
Public Aid	4	4
Revenue	2	0
State Retirement Systems	1	0
Transportation	1	3
Totals	127	120

August 19, 2004

VIII. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

• **DISCHARGE**

DA-93-04

Respondent	Dion P. Butler	Appeal Date	5/03/04
Agency	IDOT	Decision Date	8/05/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Third Failure to Answer Snow and Ice Call-out.	Recommended Decision	Charges Proven; Discharge Upheld.

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

IX. APPEALS TERMINATED WITHOUT DECISION

• **DISMISSAL**

DA-81-04

Respondent	Adelin C. Hoskins	Appeal Date	1/27/04
Agency	Public Aid	Decision Date	7/22/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Inappropriate Behavior; Failing/Refusing to Follow Department Policy or Supervisory Instructions.	Recommended Decision	Settlement Agreement and General Release Signed By All Parties. ALJ Recommends Dismissal.

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

August 19, 2004

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, September 16, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XII. MOTION TO ADJOURN