

August 21, 2003

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
August 21, 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 JULY 17, 2003

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD JULY 17, 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>
Vicky L. Bruce	Executive II	Illinois State Police

Request for hearing filed: October 8, 2002

Charges: On July 30, 2002, Respondent tested positive for cocaine following a Reasonable Cause Drug Test. This conduct is in violation of Illinois State Police Management Directive PER-103, Paragraph VI.A (22) and (24).

RESULTS: On July 17, 2003, the Commission received a letter from Assistant

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VI. APPEALS TERMINATED WITHOUT DECISION (continued)

Attorney General William E. Jarvis, stating the parties have reached an agreement and this case has been settled. File closed by letter dated July 21, 2003.

Lori Cowdrey      Sr. Public Service Administrator      Central Management Services

Request for hearing filed: April 2, 2003

RESULTS:      Settlement and Release document filed with the Commission on July 21, 2003. Case closed by letter dated July 22, 2003.

Marcia Armstrong      Sr. Public Service Administrator      Central Management Services

Request for hearing filed: January 28, 2003

RESULTS:      Page 5 of the Report of Proceedings from March 31, 2003 before Administrative Law Judge Sacks indicates that this matter had been settled. A settlement conference was scheduled on August 4, 2003, at which time Ms. Armstrong failed to appear. File closed by letter dated August 5, 2003.

Kathryn Spain      Sr. Public Service Administrator      Department of Revenue

Request for hearing filed: February 10, 2003

RESULTS:      The Report of Proceedings from March 31, 2003 indicate this case had been settled, but settlement papers had never been filed with the Commission. Daniel Stralka, Executive Director of the Commission, met with Carol Hansen Posegate, counsel for the Petitioner, and John A. Kerley, counsel for Respondent, on August 4, 2003. Based on representations made at that conference, the Commission considers this appeal settled and case closed. File closed by letter dated August 5, 2003.

Richard M. Sgro      Sr. Public Service Administrator      Department of Revenue

Request for hearing filed: February 4, 2003

RESULTS:      The Report of Proceedings from March 31, 2003 indicate this case had been settled, but settlement papers had never been filed with the Commission. Daniel Stralka, Executive Director of the Commission, met with Carol Hansen Posegate, counsel for the Petitioner, and John A. Kerley, counsel for Respondent, on August 4, 2003. Based on representations made at that conference, the Commission considers this appeal settled and case closed. File closed by letter dated August 5, 2003.

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VI. APPEALS TERMINATED WITHOUT DECISION (continued)

Judith A. Myers Sr. Public Service Administrator Agriculture

Request for hearing filed: January 27, 2003

RESULTS: Daniel Stralka, Executive Director of the Commission, met with Carol Hansen Posegate, counsel for the Petitioner, and John A. Kerley, counsel for Respondent, on August 4, 2003. Based on representations made at that conference, the Commission considers this appeal settled and case closed. File closed by letter dated August 5, 2003.

Dolores Allgood Public Service Administrator Human Services

Request for hearing filed: July 21, 2003

RESULTS: Ms. Allgood sent a letter to the Commission, appealing her geographical transfer from Kankakee County Department of Human Services to Will County Department of Human Services. Initial staff investigation revealed that the Department considered this a temporary assignment, not a geographical transfer. Ms. Allgood has been returned to the Kankakee office and sent the Commission a letter withdrawing her appeal. File closed by letter dated August 11, 2003.

Jacques L. Beardsley Correctional Captain Corrections

Request for hearing filed: 8/15/02

RESULTS: During staff investigation it was discovered that Mr. Beardsley had been reinstated effective December 30, 2002. Notice was sent to Mr. Beardsley, Central Management Services, and the Department stating the Commission would close this file unless contacted in writing by August 7, 2003 with a request to proceed with the investigation and disposition of this appeal. No such request was received and the Commission considers this matter closed.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISIONS IN THE ABOVE MATTERS?**

VII. APPEALS DENIED

DISCHARGE

Kenneth Belcher

On July 18, 2003, the Commission received a letter from Kenneth Belcher requesting a hearing concerning his discharge from the Department of Corrections. Mr. Belcher had been employed as a Correctional Officer at Stateville Prison in Joliet. Mr. Belcher contends that he was discharged for days missed which should have been covered under the Family Medical Leave Act, for which he had applied and was denied.

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VII. APPEALS DENIED (continued)

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 discharge. Staff investigation disclosed that Mr. Belcher received such charges on June 12, 2003, but his request for hearing was not deposited in the United States mail until July 17, 2003, 35 days following service of the charges. Therefore, Mr. Belcher was advised by letter dated July 21, 2003 that the Commission is without jurisdiction to grant him a hearing.

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

VIII. APPEALS FILED UNDER RULE 6 OF THE COMMISSION RULES

Louis Bertucci

On April 16, 2003, the Commission received an appeal from Louis Bertucci, who was laid off from the Department of Central Management Services (CMS) as a Building/Grounds Supervisor at the James R. Thompson Center, Chicago.

The employee complained that his layoff was due to a lack of funds, but the Agency continued to hire others the same day he was terminated. Layoff appeals are governed by Section 1.100 of the Rules of the Commission, which provides that a layoff appeal "shall set forth with particularity a statement of facts and a designation of the applicable provisions of the Personnel Code or Rules of the Department of Central Management Services which are alleged to have been violated." Mr. Bertucci failed to provide any facts in support of his allegations of a "potential for prejudice" and "many hires within the same agency at more than double my laid off salary." Staff has concluded that no rule violations occurred in the layoff procedures followed by the Department of CMS. Mr. Bertucci was advised by letter dated July 15, 2003 that the staff would recommend that his layoff appeal be denied.

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

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 .....	108.....	6
Agriculture .....	663.....	14
Arts Council .....	20.....	1
Banks and Real Estate .....	267.....	2
Central Management Services.....	1,190.....	30
Children and Family Services .....	3,492.....	30
Commerce & Econ. Opportunity.....	483.....	43
Corrections .....	14,061.....	103
Deaf and Hard of Hearing Comm. ....	8.....	1
Developmental Disabilities Council... 14.....	14.....	1
Elections Board .....	50.....	1
Emergency Management Agency ....	112.....	1
Employment Security .....	1,905.....	18
Environmental Protect. Agency ...	1,152.....	5
Financial Institutions .....	85.....	4
Guardianship and Advocacy .....	116.....	6
Historic Preservation Agency.....	279.....	2
Human Rights Commission.....	10.....	2
Human Rights Department.....	151.....	6
Human Services.....	15,780.....	52
Industrial Commission .....	152.....	8
Insurance .....	332.....	6
Investment Board .....	4.....	1
Labor .....	87.....	7
Labor Relations Board Educational ... 21.....	21.....	2
Labor Relations Board State.....	23.....	2
Law Enforce. Trng. & Standard Bd. .. 25.....	25.....	1
Natural Resources .....	1,805.....	26
Pollution Control Board .....	28.....	3
Professional Regulation.....	260.....	8
Property Tax Appeal Board.....	29.....	2
Public Aid.....	2,348.....	15
Public Health .....	1,137.....	17
Revenue.....	2,309.....	41
State Fire Marshal .....	126.....	4
State Police .....	1,536.....	5
State Police Merit Board .....	5.....	1
State Retirement System .....	79.....	1
Transportation .....	3,123.....	1
Veterans Affairs .....	1,116.....	3
TOTALS.....	51,368.....	481

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.

\* \* \*

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

C. Department of Human Services - Proposed Exemption

**The following request was continued at the July 17, 2003 meeting until August, 2003.**

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

COPY

Dear Chairman Richards:

Secretary Adams has requested 4d(3) exemption of two positions.

The two positions outlined below report to SPSA 40070-10-10-000-00-01. This first position will oversee all aspects of the Bureau of Administrative Services.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-10-100-00-01
Division:	Office of Facility Administration
Incumbent:	Matthew Magalis
Supervisor:	Pat Lonski
Location:	Sangamon

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The second position will oversee and manage all aspects of the Bureau of Facility Operations.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-10-200-00-01
Division:	Vacant
Incumbent:	Office of Facility Administration
Supervisor:	Pat Lonski
Location:	Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the

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

way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency 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 requesting the Manager, Bureau of Administrative Services, Office of Facility Administration, be made 4d(3). As the manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Bureau of Administrative Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of contract services, procurement, administrative account, fleet management, travel and inventory and record management. 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 Manager, Bureau of Administrative Services, Office of Facility Administration 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

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Bureau of Facility Operations, Office of Facility Administration, be made 4d(3). As the Manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Bureau of Facility

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

Operations. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of building and property management, facility maintenance and management, department space needs, leasing and property agreements and contracts, and printing services. 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 Manager, Bureau of Facility Operations, Office of Facility Administration 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-10-100-00-01
Division:	Office of Facility Administration
Incumbent:	Matthew Magalis
Supervisor:	Pat Lonski
Location:	Sangamon

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-10-200-00-01
Division:	Vacant
Incumbent:	Office of Facility Administration
Supervisor:	Pat Lonski
Location:	Cook

D. Department of Children & Family Services - Proposed Exemption

**The following request was continued at the July 17, 2003 meeting until August, 2003.**

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

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

COPY

Dear Chairman Richards:

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

Position Title:	Public Service Administrator
Position Number:	37015-16-23-400-10-99
Division:	External Affairs
Incumbent:	Vacant
Supervisor:	37015-16-23-400-00-99
Location:	Cook County

This position reports to the Chief of the Office of Latino Services, which at this time is being reviewed for a 4d(3) position. This position formulates and implements policy and procedures for Latino educational services and expansion of resources.

Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not find this position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out. Accordingly, I do not recommend that 4d(3) exemption be extended to this position.

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:

I am requesting that the position of Assistant Chief of Latino Services of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Assistant Chief of Latino Services and will serve as a policy-formulating administrator for Latino services and issues,

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

specifically relating to the development of educational services to Latino children and for the expansion and enhancement of resources for Latino clients of the Department. This position will develop policies and procedures to implement long-term strategic goals associated with the Latino educational services and expansion of resources. Furthermore, this position will serve as the Department's spokesperson on behalf of the Director and the Department on resources and educational matters for Latino children and clients in all levels of interaction with government officials, community organizations and the general public. Reporting to the Chief of Latino Services of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to Latino educational services and resources, as well as advice and counsel regarding Department operations and initiatives.

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

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

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-16-23-400-10-99
Division:	External Affairs
Incumbent:	Vacant
Supervisor:	37015-16-23-400-00-99
Location:	Cook County

E. Department of Children & Family Services - Proposed Exemptions

**The following request was continued at the July 17, 2003 meeting until August, 2003.**

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

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

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children & Family Services has requested 4d(3) exemption of the following established positions:

Position Title: Public Service Administrator  
Position Number: 37015-16-23-400-00-99  
Division: External Affairs  
Incumbent: Vacant  
Supervisor: Bamani Obadele  
Location: Cook County

Position Title: Public Service Administrator  
Position Number: 37015-16-23-500-00-01  
Division: External Affairs  
Incumbent: Vacant  
Supervisor: Bamani Obadele  
Location: Cook County

These positions report to the Deputy Director of External Affairs, which is a 4d(3) position. These positions formulate and interpret agency policy and procedures.

These positions do not meet the reporting criteria of Commission Rule 1.142, nor do they direct programs defined by statute, have the authority to develop policies that bind the agency, execute policies which fix objectives or state the principles to control operating objectives of one or more divisions subject to review or reversal only by the Director, serve as a legislative liaison integrating plans and projections of the Agency's work programs, or as the Chief Public Information Officer for the agency. Therefore, I cannot agree with Director Samuels and cannot recommend these positions for 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, together with the agency's letters of request and 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

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

COPY

Dear Director Rumman:

I am requesting that the position of Chief of African-American Affairs of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Chief of African-American Affairs and will serve as a policy-formulating administrator for African-American services and issues for the Department, developing policies and procedures to implement long-term strategic goals associated with the African-American services and issues. Furthermore, this position will serve as the Department's representative to the Governor's Office on African-American affairs and overall spokesperson on behalf of the Director and the Department on all matters related to African-American issues in all levels of interaction with government officials, community organizations and the general public. Reporting directly to the Deputy Director of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to African-American services and issues, as well as advice and counsel regarding Department operations and initiatives.

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

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

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Chief of Latino Services of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Chief of Latino Services and will serve as a policy-formulating administrator for Latino services and issues for the

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

Department, developing policies and procedures to implement long-term strategic goals associated with the Latino services and issues. Furthermore, this position will serve as the Department's representative to the Governor's Office on Latino affairs and overall spokesperson on behalf of the Director and the Department on all matters related to Latino issues in all levels of interaction with government officials, community organizations and the general public. Reporting directly to the Deputy Director of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to Latino services and issues, as well as advice and counsel regarding Department operations and initiatives.

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

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

END OF COPY

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

Position Title: Public Service Administrator  
Position Number: 37015-16-23-400-00-99  
Division: External Affairs  
Incumbent: Vacant  
Supervisor: Bamani Obadele  
Location: Cook County

Position Title: Public Service Administrator  
Position Number: 37015-16-23-500-00-01  
Division: External Affairs  
Incumbent: Vacant  
Supervisor: Bamani Obadele  
Location: Cook County

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

F. Department of Human Services - Proposed Exemptions

**The following request was continued at the July 17, 2003 meeting until August, 2003.**

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

COPY

Dear Chairman Richards:

Secretary Adams has requested 4d(3) exemption of three positions.

The three positions outlined below report to SPSA 40070-10-04-000-00-01. The first of these three positions serves as a manager, and will oversee all aspects of the Bureau of Obligation Management.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-100-00-01
Division:	Office of Contract Administration
Incumbent:	Sally Hardwick
Supervisor:	David Hanbury
Location:	Chicago

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal and administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The second of the three will oversee and manage all aspects of the Bureau of Facility Operations.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-200-00-01
Division:	Bureau of Policy and Review
Incumbent:	Vacant
Supervisor:	David Hanbury
Location:	Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the

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

way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The last of the three is responsible for activities in conducting a comprehensive program of fiscal and administrative compliance monitoring of grants and contracts with community service providers for the entire Department.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-300-00-01
Division:	Bureau of Contract Compliance
Incumbent:	Vacant
Supervisor:	David Hanbury
Location:	Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency 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 requesting the Bureau Chief for Bureau of Obligation, Office of Contract Administration, be made 4d(3). As the Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities and functions relevant to the filing of DHS contracts, grants, and all other obligations, amendments, and modifications for the Department. In addition, this position will serve as liaison with other state agencies, Office of the Comptroller, independent audit firms and community service provider agencies, and areas of DHS in order to coordinate functions and services of the contract administration statewide. As such, this

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

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 the position of Bureau Chief, Bureau of Obligation, Office of Contract Administration 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

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Bureau Chief for Bureau of Policy and Review, Office of Contract Administration, be made 4d(3). As the Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities and functions relevant to the policy and procedure development for procurement activity under the Illinois Procurement Code. In addition, this position will serve as Assistant State Purchasing Officer for all Professional and Artistic procurements, bid protests and requests for exemption from the Illinois Procurement Code. 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 the position of Bureau Chief, Bureau of Policy and Review, Office of Contract Administration 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

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Bureau Chief for Bureau of Contract Compliance be made 4d(3). As the Bureau Chief, this position will

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

formulate and implement policy which has statewide impact. This position is responsible for activities in conducting a comprehensive program of fiscal and administrative compliance monitoring of grants and contracts with community service providers for the entire Department. 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 the position of Bureau Chief, Bureau of Contract Compliance, Office of Contract Administration 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-10-04-100-00-01  
Division: Office of Contract Administration  
Incumbent: Sally Hardwick  
Supervisor: David Hanbury  
Location: Chicago

Position Title: Senior Public Service Administrator  
Position Number: 40070-10-04-200-00-01  
Division: Bureau of Policy and Review  
Incumbent: Vacant  
Supervisor: David Hanbury  
Location: Cook

Position Title: Senior Public Service Administrator  
Position Number: 40070-10-04-300-00-01  
Division: Bureau of Contract Compliance  
Incumbent: Vacant  
Supervisor: David Hanbury  
Location: Cook

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

G. Department of Public Health - Proposed Exemptions

**The following request was continued at the July 17, 2003 meeting until August, 2003.**

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

COPY

Dear Chairman Richards:

Director Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following three positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-62-000-00-01
Division:	Women's Health - Technical Support
Incumbent:	Janet Costello
Supervisor:	Sharon Green
Location:	Sangamon County

This position reports to the Chief of the Office of Women's Health, which is a 4d(3) position. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The second of the three will oversee and manage all aspects of the Office of Human Resources:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-01-040-10-81
Division:	Human Resources
Incumbent:	Vacant
Supervisor:	Quinshaunta Golden
Location:	Cook County

This position reports to the Chief Operating Officer, which is a 4d(3) position. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or

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

principal administrative responsibility for the way in which the policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The last of the three reports to the Deputy Director of Human Resources and manages the Division of Human Resources, which develops and implements overall policies and procedures for the Training and Resource Center, Personnel and Labor Relations Section, Employee Services Unit and Organizational Improvement Unit.

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-12-000-00-01
Division:	Human Resources
Incumbent:	Gina Swehla
Supervisor:	Vacant
Location:	Sangamon County

I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility to the determination of policy or principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

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

END OF COPY

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators, and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide

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

programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program. Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-62-000-00-01  
Division: Women's Health - Technical Support  
Incumbent: Janet Costello  
Supervisor: Sharon Green  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-01-040-10-81  
Division: Human Resources  
Incumbent: Vacant  
Supervisor: Quinshaunta Golden  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-12-000-00-01  
Division: Human Resources  
Incumbent: Gina Swehla  
Supervisor: Vacant  
Location: Sangamon County

H. Department of Central Management Services - Proposed Exemption

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

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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:	40070-37-05-000-01-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position will report to the Director as a policy formulating manager, planning, developing, controlling and implementing reforms of major Illinois State functions such as, but not limited to, Procurement and Information Technology Programs to achieve cost savings and service improvements. This position is responsible for establishing policies utilized in the implementation of the statewide reforms such as Procurement and Information Technology. Confers with Director and Administrative staff on feasibility of proposed modifications. Directs program budget preparation and controls appropriation of expenditures. In addition, serves on Central Management Services leadership board team that will identify the next areas of State consolidation and innovation.

Considering the reporting relationship directly to the Director 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-05-000-01-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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

I. 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 Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following three positions that are all in the Office of Health Care Regulation:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-43-000-00-01
Division:	Long Term Care Quality Assurance
Incumbent:	Maryann Ream
Supervisor:	Richard Dees
Location:	Sangamon County

The first position reports to the Assistant Deputy Director of Long Term Care. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principle administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-44-000-00-01
Division:	Long Term Care Field Operations
Incumbent:	Kathleen Baker
Supervisor:	Richard Dees
Location:	Sangamon County

This second position reports to the Assistant Deputy Director of Long Term Care. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principle administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-49-000-00-01  
Division: Health Care Facilities and Programs  
Incumbent: Vacant  
Supervisor: Catherine Stokes  
Location: Sangamon County

This third position reports to the Assistant Deputy Director of the Office of Health Care Regulation. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principle administrative responsibility for the determination of policy or principle administrative responsibility for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

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:

Attached are the clarifications for forty-six Senior Public Service Administrators, and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions of which policy exemptions are being requested. An overview organizational chart is also included for your review.

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

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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-43-000-00-01  
Division: Long Term Care Quality Assurance  
Incumbent: Maryann Ream  
Supervisor: Richard Dees  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-44-000-00-01  
Division: Long Term Care Field Operations  
Incumbent: Kathleen Baker  
Supervisor: Richard Dees  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-49-000-00-01  
Division: Health Care Facilities and Programs  
Incumbent: Vacant  
Supervisor: Catherine Stokes  
Location: Sangamon County

J. 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 Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following position:

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-80-000-00-81  
Division: Vacant  
Incumbent: Office of Health Policy  
Supervisor: Director of Public Health  
Location: Cook County

This position reports directly to the Director and develops policies and procedures regarding Health Policy issues for the Department of Public Health. Additionally, this person serves as spokesperson and prepares and develops confidential policy statements for the Director of Public Health and the Assistant Director.

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 copies of the position description, together with the agency's letter of request and 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:

Attached are the clarifications for forty-six Senior Public Service Administrators, and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions of which policy exemptions are being requested. 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

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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: 40070-20-80-000-00-81  
Division: Vacant  
Incumbent: Office of Health Policy  
Supervisor: Director of Public Health  
Location: Cook County

K. Department of Corrections - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Roger E. Walker, Jr. of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-29-00-000-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

This position serves as staff Administrative Assistant reporting directly to the Director. This position coordinates, reviews and evaluates several major program areas recommending to the Director the development and implementation of proposed policies, procedures and programs statewide. This position is vested with the responsibility of coordinating and reviewing the Agency's long-term goals and objectives while serving as an administrative liaison with the Department's Deputy Directors of the Agency. This position has delegated authority to speak on behalf of the Director committing the Agency to a specific course of action.

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 Walker and recommend 4d(3) exemption.

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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 organization charts.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Service Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request the approval and forward to the Civil Service Commission the 4d(3) exempt status of the Senior Public Service Administrator, staff Administrative Assistant to the Director for the Illinois Department of Corrections.

The position will serve as a staff Administrative Assistant reporting directly to the Director, coordinating, reviewing and evaluating several major program areas, recommending to the Director the development and implementation of proposed policies, procedures and programs statewide. The position will be vested with the responsibility of coordinating and reviewing the Agency's long-term goals and objectives while serving as an administrative liaison with the Department's Deputy Directors of the Agency. The position has delegated authority to speak on behalf of the Director committing the Agency to a specific course of action.

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

If you have any questions regarding this request, please contact Jim Underwood 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:	40070-29-00-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

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

L. Department of Corrections - Proposed Exemption

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

COPY

Dear Chairman Richards:

The following position was approved for 4d(3) exemption at the July 17, 2003 Civil Service Commission meeting:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-000-10-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

The Department of Corrections is clarifying and moving the position from Cook County to Sangamon County. This position did serve as a Special Assistant to the Director in the Chicago Office while serving as Administrator over Affirmative Action, Statewide Recruitment, Victim Services and Volunteer Services. Director Robert E. Walker, Jr. of the Department of Corrections has conducted a review of the management reporting structure which revealed that this position would best serve the Department located in Springfield and will no longer serve as Special Assistant to the Director.

The position will continue to serve as a Program Administrator being instrumental in planning and developing the Department's policies and procedures for the Affirmative Action program, Statewide Recruitment program, Volunteer Program and Victim Service. The position will continue to have delegated authority to speak on behalf of the Director committing the Agency to a specific course of action regarding the Department's goals and objectives of recruitment and affirmative action.

Considering the reporting relationship and the fact that the position will continue to represent the director of the agency in the interpretation of programs and policies, I agree with Director Walker that the position will continue to meet the criteria 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 charts.

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

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 792-5601.

END OF COPY

COPY

Dear Director Rumman:

The Department of Corrections sent a request for 4d(3) exempt status for the Senior Public Service Administrator, position number 40070-29-00-000-10-01. This position did serve as a Special Assistant to the Director in the Chicago Office while serving as Administrator over Affirmation Action, Statewide Recruitment, Victim Services and Volunteer Services. A review of the management reporting structure reveals this position would best serve the Department located in Springfield and will no longer serve as Special Assistant to the Director.

We request that you review and resubmit to the Civil Service Commission this change. As a Program Administrator, the position will be instrumental in planning and developing the Department's policies and procedures for the Affirmative Action program, Statewide Recruitment program, Volunteer Program and Victim Service. The position has delegated authority to speak on behalf of the Director, committing the Agency to a specific course of action regarding the Department's goals and objectives of recruitment and affirmative action.

To assist you in your review, the position description and an organization 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?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-000-10-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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

M. Department of Professional Regulation - Proposed Exemptions

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

COPY

Dear Chairman Richards:

Acting Director Hughes of the Department of Professional Regulation has requested 4d(3) exemption of five positions:

The first position reports to the director and will have principal responsibility for the planning, formulation and implementation of policies and procedures on matters involving human resources and labor relations for the Department. In addition, this position will serve as the Deputy Director of Human Resources for the Department; which includes serving as spokesperson, representing the director and the department on all matters related to human resources and labor relations in all levels of interaction with government officials, other state agencies, community organizations and the public. This position will testify for the Department before the Civil Service Commission, Department of Human Rights, and the Human Rights Commission.

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-06-000-00-01
Division:	Human Resources
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

The second position reports to the director and will have principal responsibility for the planning, development and implementation of statewide policies and procedures for the Illinois Nursing and Advanced Practice Nursing Act Coordinator Division for the Department. In addition, this position will serve as spokesperson, representing the director in sensitive and controversial matter/issues on all nursing matters. This position will represent the director in establishing policy related to the Department's role in ensuring and fulfilling legislative mandates; recommends legislative proposals and/or amendments to existing statute.

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

Position Title: Public Service Administrator  
Position Number: 37015-24-08-000-00-01  
Division: Nursing Coordinator Division  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook

The third position will report to the director and will have principal responsibility for the planning, development and implementation of statewide policies and procedures for the Fiscal Operations Division. In addition, this person will serve as spokesperson, representing the director at various internal and external meetings often of a sensitive and confidential nature on all fiscal matters. This position testifies for the Department before the Appropriation Committee and on legislation affecting the department. Represents the Department with professional advisory boards/committees.

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-10-000-00-01  
Division: Fiscal Operations  
Incumbent: Travis March  
Supervisor: Director  
Location: Sangamon

The fourth position reports to the director and will have principal responsibility for the planning, development and implementation of statewide policies and procedures for the Formal Hearings function. Additionally, this position will serve as spokesperson, representing the director at various internal and external meetings often of a sensitive and confidential nature in matters relating to the formal hearings functions.

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-14-000-00-01  
Division: Formal Hearing/Committee Boards  
Incumbent: Bettina Gembala  
Supervisor: Director  
Location: Cook

The fifth position reports to the director and will have principal responsibility for the planning, development and implementation of statewide policies and procedures for the Information Technology Division for the Department. In addition, this position will serve as spokesperson, representing the director at various internal and external meetings often of a sensitive nature on all information technology program related areas.

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-17-000-00-01  
Division: Information Technology  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

Considering the scope and nature of the policy responsibilities, the reporting relationships directly to the director and the similarity to comparable positions that have been exempted by the Civil Service Commission, I agree with Director Hughes and recommend 4d(3) exemption of the five positions cited above.

To consider your staff's review, I have enclosed copies of the position descriptions, agency letter of request and organizational 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 requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-24-06-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

1. The position will report to the Director of the Department;
2. Will have principal administrative responsibility for the planning, formulation and implementation of policies and procedures on any matter involving human resources and labor relations for the Department; and
3. Will serve as the Deputy Director of Human Resources for the Department; serves as spokesperson, representing the Director and the Department on all matters related to human resources and labor relations in all levels of interaction with government officials, other state agencies, community organizations and the public. Testifies for the Department before the Civil Service Commission, Department of Human Rights, the Human Rights Commission, etc.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

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

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Public Service Administrator (37015-24-08-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

1. The position will report to the Director of the Department;
2. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the Illinois Nursing and Advanced Practice Nursing Act Coordinator Division for the Department; and,
3. Will serve as the Nursing Act Coordinator for the Department. Will serve as spokesperson, representing the Director in sensitive and controversial matters/issues on all nursing matters. Represents the Director and the State in establishing policy related to the Department's role in ensuring and fulfilling legislative mandates; recommends legislative proposals and/or amendments to existing statute.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-24-10-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

1. The position will report to the Director of the Department;
2. Will have principal administrative responsibility for the planning, development and implementation of state-wide policies and procedures for the Fiscal Operations Division for the Department; and,

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

3. Will serve as the Director of Fiscal Operations for the Department; serves as spokesperson, representing the Director at various internal and external meetings, often of a sensitive and confidential nature, on all fiscal matters. Testifies for the Department before the Appropriation Committee and on legislation affecting the Department. Represents the Department with professional advisory boards/committees.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-24-14-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

1. The position will report to the Director of the Department;
2. Will have principal administrative responsibility for the planning, development and implementation of state-wide policies and procedures for the Formal Hearings functions; and
3. Serves as the Chief Hearing Officer for the Department. Serves as spokesperson, representing the Director at various internal and external meetings often of a sensitive and confidential nature.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-24-17-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

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

1. The position will report to the Director of the Department.
2. Will have principal administrative responsibility for the planning, development and implementation of state-wide policies and procedures for the Information Technology Division for the Department; and,
3. Will serve as Director of Information Technology for the Department. Serves as spokesperson, representing the Director at various internal and external meetings, often of a sensitive and confidential nature, on all information technology program related matters. Represents the Department with other State agencies concerning Information Technology issues that affect other state agencies and members of the General Assembly concerning legislative issues. Testifies for the Department regarding legislation affecting the Department.

If you require additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-06-000-00-01  
Division: Human Resources  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook

Position Title: Public Service Administrator  
Position Number: 37015-24-08-000-00-01  
Division: Nursing Coordinator Division  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-10-000-00-01  
Division: Fiscal Operations  
Incumbent: Travis March  
Supervisor: Director  
Location: Sangamon

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-14-000-00-01  
Division: Formal Hearing/Committee Boards  
Incumbent: Bettina Gembala  
Supervisor: Director  
Location: Cook

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-17-000-00-01  
Division: Information Technology  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

N. Illinois Criminal Justice Information Authority- Proposed Exemptions

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

COPY

Dear Chairman Richards:

Executive Director Candice M. Kane of the Illinois Criminal Justice Information Authority has requested 4d(3) exemption of the following established positions:

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-05-200-00-01  
Division: Office of Fiscal Management  
Incumbent: Diane M. Griffin  
Supervisor: Executive Director  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-05-300-01-01  
Division: Federal & State Grants Unit  
Incumbent: Robert D. Taylor  
Supervisor: Executive Director  
Location: Cook County

Both positions report directly to the Executive Director of the Illinois Criminal Justice Information Authority. The first position serves as the Authority's Chief Fiscal Officer. The Chief Fiscal Officer develops, plans and coordinates policies and procedures for the attainment and management of the Authority's multi-

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

funded annual budget. This position also serves as the official spokesperson for the Authority concerning all budgetary matters and collaborates with the Office of Management and Budget and the General Assembly Appropriations Committee. The second position serves as the Associate Director. The Associate Director formulates and implements policies and procedures to administer federal and state grant programs. Additionally, it serves as the Authority's liaison with policy-making officials within State, federal and local government, private agencies and organizations.

Considering both positions' reporting relationship and responsibility to administer policies and procedures that impact the Illinois Criminal Justice Information Authority's programs, I agree with Executive Director Kane 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:

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

Senior Public Service Administrator, #40070-50-05-200-00-01 - The individual in this position functions as the agency's Chief Fiscal Officer and upon consultation with the Executive Director, responsibilities include developing, planning and coordinating all policies and activities leading to the attainment and management of the Authority's \$130 million, multi-funded annual budget. The individual in this position acts as official spokesperson for the agency on all budget matters and collaborates with the Office of Management and Budget, as well as the General Assembly Appropriations Committee. The individual in this position also serves as a member of executive staff and develops and implements Authority policy and programs.

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

Thank you for your assistance in this matter.

END OF COPY

August 21, 2003

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

COPY

Dear Director Rumman:

I am proposing the exemption of the following position as provided in Section 4d(3) of the Personnel Code.

Senior Public Service Administrator, #40070-50-05-300-01-01 - The individual in this position functions as an Associate Director and upon consultation with the Executive Director, responsibilities include formulating and effectuating policy and programs in connection with the administration of various federal and state grant programs as directed by the Authority Board and the Motor Vehicle Theft Prevention Council. This individual serves as a member of executive staff in the development and implementation of Authority policy and programs; directs the preparation of the Unit's budget; establishes and maintains official contacts with policy-making officials of state, local and federal government and interested public and private organizations.

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

Thank you for your assistance in this matter.

END OF COPY

COPY

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-05-200-00-01  
Division: Office of Fiscal Management  
Incumbent: Diane M. Griffin  
Supervisor: Executive Director  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-05-300-01-01  
Division: Federal & State Grants Unit  
Incumbent: Robert D. Taylor  
Supervisor: Executive Director  
Location: Cook County

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

O. Department of Public Aid - Proposed Exemptions

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

COPY

Dear Chairman Richards:

Director Barry S. Maram of the Illinois Department of Public Aid has requested 4d(3) exemption of the following established positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-400-00-21
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-700-00-21
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

The first position reports directly to the Director and serves as the Department's Strategic Planning Specialist and is responsible for developing and revising Department program policies, rules and regulations to meet strategic plans developed by the Governor's Office. Furthermore, this position represents and acts on behalf of the Director in the coordination of Agency program policies with all divisions of the Agency, with the Governor's office and with other state and federal agencies.

The second position reports directly to the Director and serves as the Department's Intergovernmental Affairs Liaison. This position is responsible for formulating and developing policies consistent with federal rules and regulations for Child Support Enforcement programs. More importantly, this position, on behalf of the Director and the Department, explains and interprets Child Support Enforcement programs, policies, procedures and strategies, resolves sensitive issues and improves administrative links with the Governor's Office, elected members of the Illinois General Assembly, the State's Attorney's Office, the Circuit Clerk, the Attorney General, special interest groups and federal agencies.

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

Considering the reporting relationship, the authority to represent the Director of Public Aid and the principle administrative responsibilities for policies affecting various aspects of Department programs, I agree with Director Maram 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 the Senior Public Service Administrator position in 40070-33-00-400-00-21 as provided in Section 4d(3) of the Personnel Code.

This position serves as the agency's Strategic Planning Specialist and is responsible for formulating and developing policies for our agency's programs. The incumbent will work closely with me in all matters relating to agency programs and operations and will assist me in the development of agency policy. This person will have full authority to act in my behalf with respect to these responsibilities and have principal administrative responsibility for the manner in which agency policy affecting the various aspects of programs administered by the department is implemented.

The attached CMS-104 Position Description and organization chart depict the placement and responsibility of this position.

Your review and early positive presentation of this proposal to the Civil Service Commission will be appreciated. If additional information is needed, please advise the Division of Personnel and Administrative Services of this agency so that we may respond most effectively and expeditiously.

END OF COPY

August 21, 2003

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

COPY

Dear Director Rumman:

We are proposing the exemption of the Senior Public Service Administrator position in 40070-33-00-700-00-21 as provided in Section 4d(3) of the Personnel Code.

This position serves as the agency's Intergovernmental Affairs Liaison, and is responsible for formulating and developing policies consistent with federal rules and regulations for our agency's Child Support Enforcement and other programs. The incumbent will work closely with me in all matters relating to Child Support Enforcement and other program policies and will assist me in the development of agency policy. This person will have full authority to act in my behalf with respect to these responsibilities and have principle administrative responsibility for the manner in which agency policy affecting the various aspects of the programs are implemented.

The attached CMS-104 Position Description and organization chart depict the placement and responsibility of this position.

Your review and early positive presentation of this proposal to the Civil Service Commission will be appreciated. If additional information is needed, please advise the Division of Personnel and Administrative Services of this agency so that we may respond most effectively and expeditiously.

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-400-00-21
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-00-700-00-21  
Division: Office of the Director  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook

P. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting material 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: 40070-37-11-000-01-08  
Division: BCCS/Information Services  
Incumbent: Ron Sanderson  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

This position reports to the Bureau Manager, serves independently as a policy formulating administrator in planning, directing, implementing and administering, through subordinate managers, the Information Services Division responsible for overseeing statewide programs providing multiple state agencies with efficient and cost-effective data processing support services development, implementation and maintenance based upon user needs, technological enhancements and budgetary constraints; independently negotiates with private vendors in establishment of required long term and short term contractual services and equipment acquisition; develops the division's annual budget for the Bureau Manager and Director; serves as official agency spokesperson on behalf of the Director and the department to all internal and external entities on information services issues, possessing full authority to negotiate and commit resources on behalf of the department.

The position of the Associate Director showing on the enclosed organization chart is vacant and not expected to be filled. Considering similarities of this requested position with those of other policy exemptions in Central Management Services, I recommend 4d(3) exemption.

August 21, 2003

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

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact 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: 40070-37-11-000-01-08  
Division: BCCS/Information Services  
Incumbent: Ron Sanderson  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

Q. 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: 40070-37-12-000-01-01  
Division: BCCS/Information Management Services  
Incumbent: Paul Lopes  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

This position reports to the Bureau Manager, serves independently as a policy formulating administrator in planning, directing, implementing and administering, through subordinate managers, the Information Management Services Division responsible for overseeing the programs providing development and support service for computerized mainframe applications which support major mandated CMS programs, the Governor's Office and Lieutenant Governor's office and serve user agencies in many other agencies, boards and commissions statewide; development and deployment of custom developed and packaged software applications, support and repair hardware and software for the agency, LAN

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

technical support and installation services for CMS statewide, help desk services, provides technical advisors to user agencies regarding feasibility studies and implementation when exploring or implementing new technologies, provides technical advisors for project planning, equipment procurement for both CMS and user agencies, oversees the bid solicitation and award process for vendor contractual services; responsible for providing efficient statewide computerized application and equipment based upon end-user requirements, technological advancements and budget availability; independently negotiates with private vendors in establishment of required long term and short term contractual services and equipment acquisition; develops the division's annual budget for the Bureau Manager and Director; serves as official agency spokesperson on behalf of the Director and the department to all internal and external entities on Information Management Services Division issues, possessing full authority to negotiate and commit resources on behalf of the department.

The position of Associate Director showing on the enclosed organization chart is vacant and not expected to be filled. Considering similarities of this requested position with those of other policy exemptions 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 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: 40070-37-12-000-01-01  
Division: BCCS/Information Management Services  
Incumbent: Paul Lopes  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

R. Department of Central Management Services - Proposed Exemption

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

August 21, 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: 40070-37-15-000-01-01  
Division: BCCS/Administration and Planning  
Incumbent: Paul Romiti  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

This position reports to the Bureau Manager, serves independently as a policy formulating administrator in planning, directing, implementing and administering, through subordinate managers of the Appropriation Administration Section, Fund Management/SSRF and CRF Section, Cost Accounting Section, and Service Manager Section, all financial operations for the Statistical Services Revolving Fund (SSRF) and the Communications Revolving Fund (CRF) which receives and disperses funding received from client agencies consisting of all agencies, boards and commissions under the jurisdiction of the Governor; develops policies, procedures and implements annual and long-range financial plans and controls for BCCS statewide EDP and Communications operations; administers information management systems related to EDP and Communications fiscal operations; independently negotiates with private vendors in establishment of required long term and short term contractual services and equipment acquisition; develops the division's annual budget for the Bureau Manager and Director; serves as official agency spokesperson on behalf of the Director and the department to all internal and external entities on telecommunications issues, possessing full authority to negotiate and commit resources on behalf of the department.

The position of the Associate Director showing on the enclosed organization chart is vacant and not expected to be filled. Considering similarities of this requested position with those of other policy exemptions 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 Tricia Pineda, Internal Personnel Office at 782-7638.

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: 40070-37-15-000-01-01  
Division: BCCS/Administration and Planning  
Incumbent: Paul Romiti  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

S. 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: 40070-37-13-000-01-01  
Division: BCCS/Telecommunications  
Incumbent: Alice Engle  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

This position reports to the Bureau Manager, serves independently as a policy formulating administrator in planning, directing, implementing and administering, through subordinate managers, the Telecommunications Division responsible for overseeing the statewide programs providing Wireless Enhanced 911, Network Control Center, Engineering, Video, Wireless Voice and Data, Data Provisioning, Voice Order Processing, and Voice Repair and Maintenance services to all state agencies and all state universities; responsible for providing efficient statewide telecommunications services based upon end-user requirements, technological advancements and budget availability; independently negotiates with private vendors in establishment of required long term and short term contractual services and equipment acquisition; develops the division's annual budget for the Bureau Manager and Director; services as official agency spokesperson on behalf of the Director and the department to all internal and external entities on

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

telecommunication issues, possessing full authority to negotiate and commit resources on behalf of the department.

The position of the Associate Director showing on the enclosed organization chart is vacant and not expected to be filled. Considering similarities of this requested position with those of other policy exemptions 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 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: 40070-37-13-000-01-01  
Division: BCCS/Telecommunications  
Incumbent: Alice Engle  
Supervisor: Senior Public Service Administrator  
Location: Sangamon

T. 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 Thomas (Director) of the Department of Military Affairs is requesting 4d(3) exemption for the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-35-02-000-00-01  
Division: Comptroller  
Incumbent: Connie Sabo  
Supervisor: Director Thomas  
Location: Sangamon County

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

This position reports directly to the Director. This position serves as the Agency's Comptroller preparing the department's annual budget and participates with the Director in negotiations with the Bureau of the Budget. This position advises the Director regarding current and future financial and fiscal needs and programs. Considering the reporting relationship and the programmatic responsibilities of the above position, I agree with Director Thomas 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 Senior Public Service Administrator, Position Number 40070-35-02-000-00-01, as provided in Section 4(d)(3) of the Personnel Code.

This position serves as the Agency's Comptroller and reports directly to the Director of Military Affairs. The position performs extensive budgetary planning for current and future financial and fiscal needs and programs. The incumbent assures the availability of funds prior to expending of any state funds including the approval of all contracts for repair and maintenance of armories and represents the Department in meetings and at Legislative Committee sessions.

The enclosed CMS-104 and organizational chart 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?**

August 21, 2003

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-35-02-000-00-01  
Division: Comptroller  
Incumbent: Connie Sabo  
Supervisor: Director Thomas  
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 Thomas (Director) of the Department of Military Affairs is requesting 4d3 exemption for the following position:

Position Title: Public Service Administrator  
Position Number: 37015-35-00-000-00-02  
Division: Legislative and Governmental Liaison  
Incumbent: Michelle Repaal  
Supervisor: Director Thomas  
Location: Sangamon County

This position reports directly to the Director of Military Affairs and serves as liaison and as a primary contact for all general communications with outside governmental entities. This position monitors all legislation before the General Assembly and Congress that affects the Department of Military Affairs or the Illinois National Guard, gathers data and prepares papers on legislation that effects these departments, and testifies before legislative committees on ending bills or legislation for the Department or the Illinois National Guard.

Considering the reporting relationship and the programmatic responsibilities of the above position, I agree with Director Thomas and recommend 4d3 exemption.

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

END OF COPY

August 21, 2003

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

COPY

Dear Director Rumman:

We are proposing the exemption of a Public Service Administrator, Position Number 37015-35-00-000-00-02, as provided in Section 4d(3) of the Personnel Code.

This position serves as Director of Legislative and Governmental Affairs and reports directly to the Director of Military Affairs. The position performs extensive liaison work with all government entities, the Illinois General Assembly, the National Guard Association of the US (NGAUS), and the National Guard Association of IL (NGAI). The incumbent is responsible for answering all legislative inquiries, monitoring federal and state legislation affecting the Agency, and prepares the annual management and strategic plans.

The enclosed CMS-104 and organizational chart 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: 37015-35-00-000-00-02  
Division: Legislative and Governmental Liaison  
Incumbent: Michelle Repaal  
Supervisor: Director Thomas  
Location: Sangamon County

V. 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 IL. Department of Human Services has requested 4d(3) policy exemption of the following established position.

August 21, 2003

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-10-07-000-00-01  
Division: Office of Fiscal Services  
Incumbent: Gary Anderson  
Supervisor: Sr. Public Service Administrator  
(40070-10-00-400-00-01)  
Location: Sangamon

This position reports to the Chief Financial Officer that is currently 4d(3) exempt and reports directly to the Secretary. As the manager, this position will formulate and implement policy that has statewide impact. This position oversees and monitors all aspects of Office of Fiscal Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of fiscal services, an agency-wide accounting system, state and federal grant monies and agency fiscal expenditures. As such, this position will be responsible for formulating primary policy and policy guidelines for administration and delivery of programs in Illinois and the Department of Human Services.

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

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 requesting the Manager, Office of Fiscal Services be made 4D3. As the Manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of Fiscal Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of fiscal expenditures. 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.

August 21, 2003

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

Therefore, I am requesting that the position of Manager, Office of Fiscal Services for the Department of Human Services be excluded from the Personnel Code and be granted 4D3 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: 40070-10-07-000-00-01  
Division: Office of Fiscal Services  
Incumbent: Gary Anderson  
Supervisor: Sr. Public Service Administrator  
(40070-10-00-400-00-01)  
Location: Sangamon

W. Department of Public Health - Proposed Exemptions

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

COPY

Dear Chairman Richards:

Director Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of six established positions. None of these positions meet the reporting criteria of Commission Rule 11, however, they are responsible for planning and performing programmatic activities for the Department.

The first five positions all serve as Assistant Deputy Directors and report to the Deputy Directors of their respective Divisions.

The first position serves as Assistant Deputy Director of Health Promotion and develops and implements policies impacting the agency's statewide fiscal policy rules and regulations. It represents the Deputy Director, as directed, at meetings.

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-30-100-00-01  
Division: Health Promotion  
Incumbent: David Moody  
Supervisor: SPSA 40070-20-30-000-00-81  
Location: Sangamon County

The second position serves as the Assistant Deputy Director of Long Term Care. This position develops, formulates and implements policy, rules and regulations for the Bureau of Long Term Care. It serves as spokesperson and prepares confidential policy statements for the Director of Public Health and the Deputy Director of Long Term Care.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-41-000-00-01  
Division: Bureau of Long Term Care  
Incumbent: Richard Dees  
Supervisor: SPSA 40070-20-40-000-00-01  
Location: Sangamon County

The third position serves as the Assistant Deputy Director of the Bureau of Hospitals and Ambulatory Services. This position develops and implements departmental policies and serves as spokesperson for the Director of Public Health and the Deputy Director of the Office of Health Care Regulation.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-47-000-00-81  
Division: Bureau of Hospitals and Ambulatory Service  
Incumbent: Catherine Stokes  
Supervisor: SPSA 40070-20-40-000-00-01  
Location: Cook County

The fourth position serves as Assistant Deputy Director of the Office of Epidemiology and Health Systems Development. This position directs the formulation and implementation of Department policy, directs and oversees the overall strategic planning functions and represents the Deputy Director at Department meetings and functions.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-20-100-00-01  
Division: Epidemiology and Health Systems Development  
Incumbent: Michael Copelin  
Supervisor: SPSA 40070-20-20-000-00-81  
Location: Sangamon County

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

The fifth position serves as the Assistant Deputy Director of the Office of Health Promotion (sic). This position develops and implements strategic planning and legislative functions and programs and represents the Deputy Director at Department functions and external agency activities.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-50-200-00-01  
Division: Health Protection  
Incumbent: Tom Hughes  
Supervisor: Medical Administrator 3 26404-20-50-000-00-02  
Location: Sangamon County

This position serves as Chief of the Division of Information and Technology. This position has the authority and is responsible for developing and implementing statewide policies impacting the Information Technology program.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-15-000-00-01  
Division: Information Technology  
Incumbent: Kevin Rademacher  
Supervisor: SPSA 40070-20-10-000-00-01  
Location: Sangamon County

In the past, the Civil Service Commission has granted 4d(3) exemption to positions that serve as Assistant Deputy Director. Even though these positions serve as Assistant Deputy Director for the Department of Public Health, they do not serve in the same capacity as the other positions previously approved. Unlike the approved positions, these positions do not have the authority to act in the capacity of the Director or Deputy Director to commit the Agency's resources or operational actions. Considering the organizational placement for the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to these positions.

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

END OF COPY

August 21, 2003

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

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-30-100-00-01  
Division: Health Promotion  
Incumbent: David Moody  
Supervisor: SPSA 40070-20-30-000-00-81  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-41-000-00-01  
Division: Bureau of Long Term Care  
Incumbent: Richard Dees  
Supervisor: SPSA 40070-20-40-000-00-01  
Location: Sangamon County

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

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-47-000-00-81  
Division: Bureau of Hospitals and Ambulatory Service  
Incumbent: Catherine Stokes  
Supervisor: SPSA 40070-20-40-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-20-100-00-01  
Division: Epidemiology and Health Systems Development  
Incumbent: Michael Copelin  
Supervisor: SPSA 40070-20-20-000-00-81  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-50-200-00-01  
Division: Health Protection  
Incumbent: Tom Hughes  
Supervisor: Medical Administrator 3 26404-20-50-000-00-02  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-15-000-00-01  
Division: Information Technology  
Incumbent: Kevin Rademacher  
Supervisor: SPSA 40070-20-10-000-00-01  
Location: Sangamon County

X. 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 Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following position.

The position serves as the manager of the Division of Minority Health, which includes the Affirmative Action Program, the Americans with Disabilities Act, and the Equal Employment Opportunity program.

August 21, 2003

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

Position Title: Public Service Administrator  
Position Number: 37015-20-08-100-00-01  
Division: Minority Health  
Incumbent: Doris Turner  
Supervisor: Director Eric E. Whitaker  
Location: Sangamon County

This position reports directly to the Director of Public Health. This position administers, implements, coordinates and maintains the Department's Affirmative Action, Equal Employment Opportunity and Americans with Disability Act programs. Considering the programmatic responsibilities of the above position, I agree with Director Whitaker and 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 Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. 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

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: Public Service Administrator  
Position Number: 37015-20-08-100-00-01  
Division: Minority Health  
Incumbent: Doris Turner  
Supervisor: Director Eric E. Whitaker  
Location: Sangamon County

Y. 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 Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following position.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-80-100-00-01  
Division: Health Policy  
Incumbent: Patricia Kimmel  
Supervisor: SPSA 40070-20-80-000-00-81  
Location: Sangamon County

This position reports to the Deputy Director of the Office of Health Policy and Planning and serves as the Chief of the Division of Health Policy. Although it does not meet the reporting criteria of the Commission's Rules, this position develops and implements health policies and maintains liaison relationships with health planning, health policy and health information experts and organizations at the local, state and national level. Considering the programmatic responsibilities of this position, 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 organization chart.

END OF COPY

August 21, 2003

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

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. 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:	40070-20-80-100-00-01
Division:	Health Policy
Incumbent:	Patricia Kimmel
Supervisor:	SPSA 40070-20-80-000-00-81
Location:	Sangamon County

Z. Department of Public Health - Proposed Exemptions

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

August 21, 2003

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

COPY

Dear Chairman Richards:

Director Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of two established positions.

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-01-030-00-01  
Division: Director's Office  
Incumbent: William Bell  
Supervisor: Director Whitaker  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-04-000-00-01  
Division: Director's Office  
Incumbent: Darrel Balmer  
Supervisor: Director Whitaker  
Location: Sangamon County

Both of these positions report directly to the Agency's Director. The first position serves as a policy advisor planning, directing and organizing the Customer Service Program for the Illinois Department of Public Health. This position serves as a liaison with the Deputy Directors within Public Health as a mediator to resolve issues both of policy and procedure. The second position serves as Chief Internal Auditor and develops and implements policies impacting the agency's statewide internal and management audit program. This position independently determines the specific audits to be conducted in the Department of Public Health, develops the overall audit plan, goals/objectives, timetable, priorities and evaluates audit results.

Considering the reporting relationships and the fact that the positions administer policies and procedures for the assigned areas, I agree with Director Whitaker and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject positions, 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

August 21, 2003

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

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. 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 REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-01-030-00-01  
Division: Director's Office  
Incumbent: William Bell  
Supervisor: Director Whitaker  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-20-04-000-00-01  
Division: Director's Office  
Incumbent: Darrel Balmer  
Supervisor: Director Whitaker  
Location: Sangamon County

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

AA. Department of Commerce & Economic Opportunity - Proposed Exemption

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

COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-35-140-00-01
Division:	Market Development Chicago Division
Incumbent:	Vacant
Supervisor:	Deputy Director 40070-42-35-000-00-01
Location:	Cook County

This position directs and formulates policy, goals and objectives for the High Impact Business Program (mandated by statute 20 ILCS 655/5.5) and the Illinois EDGE programs (mandated by statute 35 ILCS 10, Article 5). Both programs provide resources to promote economic development to businesses expanding, remaining or considering locating in Illinois. The incumbent of this position has the authority to act on behalf of the Director committing resources to businesses that qualify for program services and integrate and convene other management staff into business discussions - when resources from other state agencies enhance marketing proposals.

This position does not meet the reporting criteria of Commission Rule 11; it reports to a Deputy Director. The Civil Service Commission has granted 4d(3) exemption to positions that report to Deputy Directors, such as Assistant Deputy Directors. This position does not serve in that capacity, and is subject to oversight of the Assistant Deputy Director. However, DCEO has stated that this is the largest, most important program within the Agency, and the threshold for businesses to qualify ranges from five million to thirty million dollars. Accordingly, I agree with Director Lavin and recommend exemption of this position without precedent.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Department'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

August 21, 2003

IX. 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 Market Development Chicago Division in the Department of Commerce and Economic Opportunity.

The position, Senior Public Service Administrator, position number 40070-42-35-140-00-01, reports to the Deputy Director of the Bureau of Business Development and serves as the policy formulating Manager of the Market Development Chicago Division. In this position, the individual formulates and implements policy for state mandated programs (High Impact Business Program and Illinois EDGE) that both provide resources to promote economic development to businesses expanding, remaining or considering locating in Illinois. Additionally, this position manages and directs all marketing programs for economic development marketing projects and possesses significant authority to act on behalf of the Agency Director, specifically in securing business expansion, retention or new development to the Chicago business region, which impacts a significant region and populus for economic development.

This position reports to the Agency Deputy Director for Business Development, and therefore meets the reporting requirements of Civil Service Commission rules. It also meets the established precedents for CMS recommendation which were set for several other positions submitted on behalf of DCEO in April of this year.

The nature of this position's authority to direct programs for market development directly correlates to and impacts the mission of this Agency, and ultimately the Governor of Illinois, to "improve the competitiveness of Illinois in the global economy resulting in prosperous, growing industries, rising real incomes and high quality jobs." It is imperative to the effective management of the Governor's economic development policy 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

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: 40070-42-35-140-00-01  
 Division: Market Development Chicago Division  
 Incumbent: Vacant  
 Supervisor: Deputy Director 40070-42-35-000-00-01  
 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 July 31, 2003.

	<u>6/30/03</u>	<u>7/31/03</u>
Agriculture	5	5
Central Management Services	1	1
Corrections	1	1
Employment Security	1	0
Historic Preservation	3	2
Human Services	3	0
Labor	0	1
Labor Relations Board Educ.	1	0
Lottery	1	1
Natural Resources	25	29
Public Health	4	3
State Police	1	0
State Retirement Systems	1	1
Transportation	1	2
Veterans Affairs	<u>1</u>	<u>1</u>
	49	47

XI. APPEALS PENDING DECISION

Remanded by Court - Dismissal

<u>Name</u>	<u>Title</u>	<u>Department</u>
Bill Wilmoth, III	Mental Health Technician II	Human Services

CHARGE: Provided false medical document  
Request for hearing filed: 4-2-01  
Decision dated: 6-21-01; discharge upheld  
Administrative Review filed: 7-17-01  
Circuit Court decision: 2-13-02 reversed the Commission and remanded back to the Commission for further proceedings  
Appellate Court decision: 7-2-03 affirmed the judgment of Circuit Court

**WHAT IS THE DECISION OF THE COMMISSION?**

Geographical Transfer

Robert J. Tipsword	Auto Parts Warehouser	CMS
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Request for hearing filed: 3/24/03

**WHAT IS THE DECISION OF THE COMMISSION?**

Dismissals

Jeff Johnson	Senior Public Service Administrator	Public Health
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CHARGE: Completed multiple employment transactions to improperly lengthen his term appointment with the State of Illinois  
Request for hearing filed: 4-8-03

**WHAT IS THE DECISION OF THE COMMISSION?**

Diane Hurrelbrink	Senior Public Service Administrator	Corrections
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CHARGE: Completed multiple employment transactions to improperly lengthen her term appointment with the State of Illinois  
Request for hearing filed: 4-8-03

**WHAT IS THE DECISION OF THE COMMISSION?**

August 21, 2003

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, September 18, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN