

September 15, 2005

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
September 15, 2005

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS
  
- II. PRESENT
  
- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD AUGUST 18, 2005

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD AUGUST 18, 2005?**

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

A. **Report on Exempt Positions**

<u>Agency</u>	<u>Positions</u>	Total	Number of Exempt <u>Employees</u>
Aging.....		153	8
Agriculture .....		616	17
Arts Council .....		22	1
Capitol Development Board.....		15	0
Central Management Services.....		1669	120
Children and Family Services .....		3369	41
Civil Service Commission.....		3	0
Commerce & Econ. Opportunity.....		451	61
Commerce Commission .....		43	0
Corrections .....		14,173	116
Criminal Justice Authority .....		82	5
Deaf and Hard of Hearing Comm. ....		5	1
Developmental Disabilities Council.....		12	1
Emergency Management Agency.....		109	1
Employment Security .....		1919	26
Environmental Protect. Agency.....		1085	16
Fin. & Prof. Regulation .....		801	41
Guardianship and Advocacy .....		107	5
Healthcare and Family Services.....		2198	26
Historic Preservation Agency.....		339	11
Human Rights Commission.....		11	2
Human Rights Department.....		139	7
Human Services.....		14,834	59
Workers Comp. Commission .....		167	10
Investment Board .....		4	2
Labor .....		76	7
Labor Relations Board Educational.....		15	2
Labor Relations Board Local .....		1	0
Labor Relations Board State.....		20	2
Law Enforce. Trng. & Standard Bd.....		23	1
Medical District Comm. ....		2	0
Military Affairs .....		143	3
Natural Resources .....		1640	27
Pollution Control Board .....		26	3
Prisoner Review Board.....		25	0
Property Tax Appeal Board.....		23	2
Public Health.....		1109	32
Revenue.....		2025	59
State Fire Marshal .....		137	9
State Police.....		1462	6
State Police Merit Board .....		5	1
State Retirement Systems .....		83	1
Transportation .....		2809	1
Veterans Affairs .....		1137	4
TOTALS .....		53,087	737

**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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**C. Illinois Department of Healthcare and Family Services - Proposed Exemptions**

The following recommendation and supporting materials were received from the Illinois Department of Healthcare and Family Services.

COPY

Dear Director Campbell:

We are proposing the exemption of two Senior Public Service Administrator positions that serve as the Chief and Assistant Chief of our Office of Energy Assistance, as provided in Section 4d3 of the Personnel Code.

The Chief of the Office of Energy Assistance (40070-33-03-000-00-61) will report directly to my Deputy Administrator for Administrative Operations, which is also a 4d3 exempt position, and in the absence of the Deputy Administrator, will report directly to me. The incumbent will consult with my Deputy Administrator and me on a regular basis on all matters relating to the operations of the Office of Energy Assistance.

In the absence of the Chief, the Assistant Chief (40070-33-03-600-00-61) will serve as the Chief of the Office of Energy Assistance and in that capacity will report directly to my Deputy Administrator for Administrative Operations and to me in the Deputy's absence. Because of the large number and urgency of requests for energy assistance during the winter and summer months, energy assistance for low-income families must be provided and monitored at all times. The Assistant Chief position frequently will be called upon to perform the duties of the Chief and will consult with the Deputy Administrator and me on a regular basis on all matters relating to the operations of the Office of Energy Assistance.

The Assistant Chief will also serve as the marketing expert for the Low Income Home Energy Assistance Program (LIHEAP) and the Illinois Home Weatherization Assistance Program (IHWAP) and as such will represent the Agency in my behalf with the public and with energy assistance providers.

Both positions will serve as my policy advisors and will be responsible for formulating and developing policies consistent with federal and State rules and regulations. The incumbents will have full authority to act in my behalf with respect to developing, negotiating, and finalizing energy assistance contracts and delivering assistance to families. They both will have administrative responsibility for the manner in which policy affecting energy assistance is implemented.

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

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

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Sincerely,

Barry S. Maram

END COPY

COPY

Dear Director Campbell:

We are proposing the exemption of the Senior Public Service Administrator position (40070-33-05-100-00-61) that serves as the Assistant Chief of our Office of Healthcare Purchasing, as provided in Section 4d3 of the Personnel Code.

In the absence of the Chief, who is also in a 4d3 exempt position, the incumbent of this new Assistant Chief position will serve as the Chief of the Office of Healthcare Purchasing and in that capacity will report directly to me. Because of the number and diversity of the state's healthcare contracts that must be negotiated and monitored at all times, this position frequently will be called upon to perform the duties of the Chief and will consult with me on a regular basis on all matters relating to the operations of the Office of Healthcare Purchasing.

This position will serve as one of my policy advisors and will be responsible for formulating and developing policies consistent with federal and State rules and regulations. The incumbent will have full authority to act in my behalf with respect to developing, negotiating, and finalizing healthcare contracts and will have administrative responsibility for the manner in which policy affecting healthcare purchasing is implemented.

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

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

Sincerely,

Barry S. Maram

END COPY

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COPY

Dear Director Campbell:

We are proposing the exemption of the Senior Public Service Administrator position (40070-33-60-000-00-61) that serves as our agency's Chief Information Officer, as provided in Section 4d3 of the Personnel Code.

This position serves as the Department of Healthcare and Family Services' (HFS) Chief Information Officer and reports directly to me. The incumbent serves as my spokesperson on Information Technology matters and is responsible for formulating and developing policies consistent with federal and state rules and regulations governing our agency's use of information technology and our access to medical and other confidential information shared and transmitted electronically.

The incumbent works closely with me in all matters relating to the development and evaluation of agency policies affecting the way the confidentiality and security of HFS information, including individual medical information, is transmitted and shared electronically. This person has full authority to act in my behalf with respect to these responsibilities and has principle administrative responsibility for the manner in which agency policy affecting information technology issues, including confidentiality, are implemented.

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

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

Sincerely,

Barry S. Maram

END COPY

**CMS Recommendation**

The following positions meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption for the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-03-000-00-61
Bureau/Division:	Office of Energy Assistance
Incumbent:	Vacant

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Supervisor:	Deputy Director
Location:	Sangamon County
Position Title:	Senior Public Service Administrator
Position Number:	40070-33-60-000-00-61
Bureau/Division:	Division of Information Services
Incumbent:	Deneen Omer
Supervisor:	Director
Location:	Sangamon County

**CMS Recommendation**

Although these positions do not meet the strict reporting criteria of the Commission Rules, the programmatic responsibilities and authorities vested are similar to those of other administrative positions granted 4d3 exemption. Most notable Public Service Administrator in the Department of Commerce and Economic Opportunity 37015-42-00-050-11-01. In May 2005 the Commission granted exemption of this position, which serves as the Assistant Managing Director of the DCEO Film Office. Thus, I recommend 4d(3) exemption for the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-03-600-00-61
Bureau/Division:	Office of Healthcare Purchasing
Incumbent:	Vacant
Supervisor:	Deputy Director
Location:	Sangamon County

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-05-100-20-61
Bureau/Division:	Office of Healthcare Purchasing
Incumbent:	Vacant
Supervisor:	Deputy Director
Location:	Sangamon County

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-03-000-00-61
Bureau/Division:	Office of Energy Assistance
Incumbent:	Vacant
Supervisor:	Deputy Director
Location:	Sangamon County

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-60-000-00-61

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Bureau/Division: Division of Information Services  
Incumbent: Deneen Omer  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-03-600-00-61  
Bureau/Division: Office of Energy Assistance  
Incumbent: Vacant  
Supervisor: Deputy Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-05-100-20-61  
Bureau/Division: Office of Healthcare Purchasing  
Incumbent: Vacant  
Supervisor: Deputy Director  
Location: Sangamon County

**D. Illinois Criminal Justice Information Authority - Proposed Exemption**

The following recommendation and supporting materials were received from the Illinois Criminal Justice Authority.

COPY

Dear Director Campbell,

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

**Senior Public Service Administrator, #40070-50-05-00-30-01** – The individual in this position functions as the Associate Director for the Office of General Counsel. As General Counsel the individual advises the Executive Director on policy and legal matters, drafts and negotiates contracts as well as interagency agreements, and analyzes and drafts legislative initiatives and proposals. The General Counsel offers consultation and legal advice on a wide number of complicated legal questions and issues and, has of late, been leading research into privacy policy issues related integrated justice information systems. This position also serves as Secretary to the Authority and the Motor Vehicle Prevention Council and, as such, is responsible for the drafting of minutes, resolutions, policy statements and filing with official agencies.

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

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Thank you for your assistance in this matter. Please let me know if you have any additional questions.

Sincerely,

Lori G. Levin  
Executive Director

END COPY

**CMS Recommendation**

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-05-000-30-01
Bureau/Division:	Office of Executive Director
Incumbent:	Robert Boehmer
Supervisor:	Executive Director
Location:	Cook County

**E. Illinois Department of Human Services - Proposed Exemption**

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

Dear Mr. Campbell:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities, and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and Family Services, Public Aid and Public Health. The Department of Human Services (DHS) has a FY05 approved head count of 14,833 positions. We currently have 14,820 employees located in all 102 counties, employed at leased offices as well as 17 Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The Bureau of Training, Office of Human Resources is under the leadership and guidance of the Bureau Chief, (Senior Public Service Administrator) and has responsibility for the centralized training needs of the Department, tuition reimbursement and external training courses. The Bureau deals with courses mandated by law and/or department policy that require

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employee attendance. The Bureau of Training provides training to all new employees regarding core policies and practices of the Department, and ensures all employees are provided training including sexual harassment, equal employment opportunity and affirmative action, anti-harassment, customer services, etc., enforcing a better understanding and achievement of the mission and guiding principles of the Department. The Bureau Chief must keep abreast of changes in legislation and laws relative to the legal issues of sexual harassment, anti-harassment, EEO/ADA, etc., and continually collaborates with educational institutions in order to provide comprehensive training programs. The Bureau Chief must establish, revise, and/or modify existing policies and procedures for the department's training programs to accommodate professional, management, technical, crafts, and all bargaining unit employees.

Due to the statutory requirements, the scope of the work, and the discretion and scope of decision making mandates the position be 4D3 exempt. As stated in the Personnel Code, Sec. 4d. Partial exemptions:

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

The Department of Human Services request that the Bureau Chief of the Bureau of Training be made 4D3 exempt due to the statutory requirements and administrative responsibility for the determination of policy and principal administrative responsibility for the way in which our employment policies are carried out. The actions of this position is subject only to the Director of the Office of Human Resources, an exempt position, and the Secretary, an appointed official.

Thank you for your consideration of our request to extend 4D3 exemption to the Senior Public Service Administration position 40070-10-11-700-00-01.

Sincerely,

Carol L. Adams, Ph.D.  
Secretary

END COPY

**CMS Recommendation**

Although this position does not strictly meet the reporting criteria of the Commission, it is found to have equivalent authorities to other positions in Department of Human Services which have been granted 4d(3) exemption. These noted positions include: the Manager of Bureau of Policy and Review (40070-10-04-200-00-01), the Manager of Bureau of Contract Compliance (40070-10-04-300-00-01), the Manager of Bureau of Administrative Services (40070-10-10-

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100-00-01), and the Manager of Bureau of Recruitment and Selection (40070-10-11-200-00-01). Thus, I recommend 4d(3) exemption.

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-11-700-00-01
Bureau/Division:	Office of Human Resources
Incumbent:	Vacant
Supervisor:	Senior Public Service Administrator
Location:	Cook County

**F. Illinois Department of Corrections - Proposed Exemption**

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

COPY

Dear Acting Director Campbell:

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

Position Title	Senior Public Service Administrator
Position Number	40070-29-00-100-00-01
Division	Administrative
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

The Chief of Administration is an Agency Policy making official who reports directly to the Director of the IL Department of Corrections. This position makes decisions in exercising principal responsibility for the determination and execution of administrative and programmatic policy for the Finance & Budget, Intergovernmental Relations, Information Services, Telecommunications, Personnel, Employee Screening and Payroll/Timekeeping. This position serves as a spokesperson with the Office of Management and Budget, Governor's Office, Central Management Services, Legislature, Offices of Attorney General and government entities on issues relating to areas of responsibility.

The position description and the organizational charts depicting the reporting structure and subordinate staff are attached to assist you in your review. If you have any questions regarding this request, please contact Laura Norton at (217) 522-2666, ext 2100.

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Sincerely,

Roger E. Walker Jr.  
Illinois Department of Corrections

END OF COPY

**CMS Recommendation**

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

**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:	40070-29-00-100-00-01
Division:	Administrative
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

**G. Illinois Historic Preservation Agency - Proposed Exemption**

The following recommendation and supporting materials were received from the Illinois Historic Preservation Agency.

COPY

Dear Director Campbell:

The Illinois Historic Preservation Agency is requesting a 4d3 exemption from the Personnel Code for a Senior Public Service Administrator, position # 40070-48-10-000-00-01 in the Illinois Historic Preservation Agency.

This position will act as the Division Manager for the Administrative Services Division and will be responsible for administering the Physical Plant/Building/Grounds Maintenance for the IHPA which includes the Abraham Lincoln Presidential Library and Museum and the Human Resource programs for IHPA. We feel that this position meets the criteria for exemption from 4d3 of the Personnel Code in that it:

The position reports directly to the Director of the Illinois Historic Preservation Agency.

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The position is responsible for developing and implementing a major physical plant operation and human resource services and programs for the Agency.

Establishes, develops, and implements policies and makes decisions in exercising principal responsibility for a major agency program.

If you have any questions or need additional information for consideration of our request, please feel free to contact Ednita Murdock, Human Resource Administrator, at 217/785-4674.

Sincerely,

Robert J. Coomer  
Director

END OF COPY

**CMS Recommendation**

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

**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:	40070-48-10-000-00-01
Division:	Administrative Services
Incumbent:	Robert P. Weichart
Supervisor:	Director
Location:	Sangamon County

**H. Illinois Department of Veterans' Affairs - Proposed Exemption**

The following recommendation and supporting materials were received from the Illinois Department of Veterans' Affairs.

COPY

Dear Mr. Campbell:

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

This position reports directly to the Director of the Department of Veterans' Affairs serving as the Chief Fiscal Officer for the Department.

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

Thank you for your assistance in this matter.

Sincerely,

Roy L. Dolgos  
Director

END OF COPY

**CMS Recommendation**

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-310-00-01
Division:	Administration
Incumbent:	Curt E. Stephens
Supervisor:	Agency Director
Location:	Sangamon County

**I. Illinois Department of Natural Resources - Proposed Exemption**

The following recommendation and supporting materials were received from the Illinois Department of Natural Resources.

COPY

Dear Director Campbell:

Please find enclosed the necessary documents to exempt a Senior Public Service Administrator from Jurisdiction B, Section 4d3, of the Personnel Code.

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

- 1.) The position would be managing the operations and budget of the Department's new World Shooting and Recreation Complex in Sparta, Illinois.

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- 2.) The position will serve as a spokesperson for the Director and the Agency on issues associated with Complex plans to the legislature, private businesses and associations, the media, public interest groups and various other entities.

Considering similarities of the requested position with those of other 4d3 exempted positions in the Department of Natural Resources, I request 4d3 exemption.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Michele Cusumano at 782-1274

Sincerely,

Joel Brunsvold  
Director

END OF COPY

**CMS Recommendation**

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-04-000-00-01
Division:	World Shooting/Recreational Complex
Incumbent:	Vacant
Supervisor:	Director
Location:	Randolph County

**J. Illinois Department of Veterans' Affairs - Exemption Extension**

**WILL THE COMMISSION EXTEND 4D3 EXEMPT STATUS FOR THE FOLLOWING POSITION UNTIL NOVEMBER 30, 2005?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-000-10-01
Division:	Administration
Incumbent:	Rafael Matias
Supervisor:	Director
Location:	Cook County

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**K. Illinois Department of Public Aid – Proposed Exemption**

The following position was approved for exemption at the August, 2004 meeting. However, a typographical error caused it to be omitted from the approved minutes:

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

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

V. MOTION TO GO INTO EXECUTIVE SESSION

**PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4) and 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION AND/OR SPECIFIED EMPLOYMENT MATTERS.**

VI. RECONVENE MEETING

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of August 31, 2005.

	<u>7/31/05</u>	<u>8/31/05</u>
Agriculture	1	3
Central Management Services	7	5
Children & Family Services	0	7
Comm. & Econ. Opportunity	2	1

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Healthcare & Family Services	6	10
Historic Preservation	32	31
Human Rights	0	1
Natural Resources	26	26
State Fire Marshall	4	2
State Retirement Systems	1	1
Transportation	<u>10</u>	<u>11</u>
Totals	89	98

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• LAYOFF APPEAL

LA-21-05

Petitioner	Brenda Potts	Appeal Date	10/27/04
Agency	DNR	Decision Date	8/24/05
Type of Appeal	Layoff Appeal	ALJ	Daniel Stralka
Charge(s)	Violation of Personnel Rules	Proposed Finding	ALJ Granted Motion to Dismiss

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

IX. APPEALS TERMINATED WITHOUT DECISION

• DISMISSAL

DA-59-05

Respondent	Sally Van Dyke	Appeal Date	6/13/05
Agency	DOC	Decision Date	9/1/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Misconduct; Failure to Carry Out Assigned Duties	Recommended Decision	Appeal Withdrawn; Dismissed Subject to Commission Approval

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

X. AMENDMENTS IN CLASS SPECIFICATIONS

**Mental Health Program Administrator**

The serves as director of the Office of Mental Health within the Department of Human Services (DHS). The position serves as a policy-making official and determines DHS Mental Health policy on a state-wide basis, including standards of service for mental health programs. Additionally, the Mental Health Program Administrator directs the planning process to maintain and improve the coordination of mental health services with local community mental health providers. Subordinate to the Mental Health Program Administrator are all positions which serve as administrative heads of the ten Mental Health facilities engaged in meeting the psychological, medical, social, dietary, therapeutic and rehabilitation needs of persons with severe mental illnesses, the forensic units and the detention facility for sexually violent persons. Through these subordinate administrators, this position manages a major workforce of over 3,000 incumbents in several locations throughout the state.

The state-wide scope of the major duties performed, including directing the administration of mental health facilities, forensic units, the detention facility for sexually violent persons and the integration of state mental health programs with local community providers are such that a new, more narrowly defined, Mental Health Program Administrator class is recommended for creation instead of using the existing generalist Senior Public Service Administrator classification.

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

**Mental Health Program Administrator**

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

XI. FY2005 ANNUAL REPORT

**WILL THE COMMISSION APPROVE THE FISCAL YEAR 2005 ANNUAL REPORT?**

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XII. MEETING SCHEDULE FOR 2006

**WILL THE COMMISSION APPROVE THE FOLLOWING AS ITS MEETING SCHEDULE FOR 2006?**

January 19, 2006	Chicago		July 20, 2006	Chicago
February 16, 2006	Chicago		August 17, 2006	Chicago
March 16, 2006	Chicago		September 21, 2006	Chicago
April 20, 2006	Chicago		October 19, 2006	Chicago
May 17, 2006	Springfield		November 16, 2006	Springfield
June 15, 2006	Chicago		December 21, 2006	Chicago

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, October 20, 2005 at 9:00 a.m. in the Commission's Chicago Office.

XV. MOTION TO ADJOURN