

September 18, 2003

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
September 18, 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 AUGUST 21, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD AUGUST 21, 2003?

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

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	107.....	6
Agriculture	608.....	14
Arts Council	21.....	1
Banks and Real Estate	265.....	2
Central Management Services.....	1,156.....	35
Children and Family Services	3,478.....	32
Commerce & Econ. Opportunity.....	479.....	44
Corrections	14,002.....	104
Criminal Justice Authority	74.....	2
Deaf and Hard of Hearing Comm.	7.....	1
Developmental Disabilities Council...	14.....	1
Elections Board	50.....	1
Emergency Management Agency ...	110.....	1
Employment Security	1,912.....	18
Environmental Protect. Agency ...	1,140.....	5
Financial Institutions	83.....	4
Guardianship and Advocacy	115.....	6
Historic Preservation Agency.....	265.....	2
Human Rights Commission.....	10.....	2
Human Rights Department.....	147.....	6
Human Services.....	15,649.....	53
Industrial Commission	151.....	8
Insurance	330.....	6
Investment Board	4.....	1
Labor	88.....	7
Labor Relations Board Educational ...	21.....	2
Labor Relations Board State.....	23.....	2
Law Enforce. Trng. & Standard Bd. ..	25.....	1
Military Affairs	135.....	2
Natural Resources	1,773.....	26
Pollution Control Board	28.....	3
Professional Regulation.....	251.....	13
Property Tax Appeal Board.....	24.....	2
Public Aid.....	2,326.....	17
Public Health	1,126.....	23
Revenue.....	2,276.....	42
State Fire Marshal	124.....	4
State Police	1,522.....	5
State Police Merit Board	5.....	1
State Retirement System	76.....	1
Transportation	3,053.....	1
Veterans Affairs	1,116.....	3
TOTALS.....	54,169.....	510

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

B. Governing Rule - Jurisdiction B Exemptions

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

* * *

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

C. Department of Children & Family Services - Proposed Exemption

The following request for exemption was continued by the Commission at the July meeting and continued at the request of the Agency at the August meeting until September, 2003.

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

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:	PSA 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

September 18, 2003

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

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, 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?

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

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

D. 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 the following five positions. They are all covered positions and report to Office Managers:

Position Title: Senior Public Service Administrator
Position Number: 40070-20-09-100-00-81
Division: Emergency Medical Services and Highway Safety
Incumbent: Leslee Stein-Spencer
Supervisor: SPSA 40070-20-09-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-11-000-00-01
Division: Physical Services
Incumbent: Patrick Tavine
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-24-000-00-01
Division: Illinois Center for Health Statistics
Incumbent: Merwyn Nelson
Supervisor: SPSA 40070-20-20-000-00-81
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-80-300-00-01
Division: Health Systems Development
Incumbent: Vacant
Supervisor: SPSA 40070-20-80-000-00-81
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-20-34-000-00-01
Division: Oral Health
Incumbent: Lewis Lampiris
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon

I do not find these positions meet the reporting criteria of Commission Rule 11 or possess principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the positions, the limitations on the nature and scope of their duties and responsibilities, and the status of comparable positions, I do not recommend that 4d(3) exemption be extended to these position.

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

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) exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions

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

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: 40070-20-09-100-00-81
Division: Emergency Medical Services and Highway Safety
Incumbent: Leslee Stein-Spencer
Supervisor: SPSA 40070-20-09-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-11-000-00-01
Division: Physical Services
Incumbent: Patrick Tavine
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-24-000-00-01
Division: Illinois Center for Health Statistics
Incumbent: Merwyn Nelson
Supervisor: SPSA 40070-20-20-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-80-300-00-01
Division: Health Systems Development
Incumbent: Vacant
Supervisor: SPSA 40070-20-80-000-00-81
Location: Sangamon

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-34-000-00-01
Division: Oral Health
Incumbent: Lewis Lampiris
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon

E. 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 the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-20-09-000-00-01
Division: Public Health Preparedness
Incumbent: Michelle Gentry-Wiseman
Supervisor: Assistant Director
Location: Sangamon County

The position reports to the Assistant Director of Public Health. The position functions as the Deputy Director of the Office of Public Health Preparedness, which encompasses the Division of Emergency Medical Services and Highway Planning and the Division of Emergency Preparedness and Response. Additionally, this position serves as spokesperson and prepares and develops confidential policy statements for the Director of Public Health and for 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.

The following sixteen positions all serve as Division Managers and report to Office managers.

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-09-200-00-01
Division: Emergency Preparedness and Response
Incumbent: Donald Kauerauf
Supervisor: SPSA 40070-20-09-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-13-000-00-01
Division: Accounting Services
Incumbent: Vacant
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-14-000-00-01
Division: Vital Records
Incumbent: Vacant
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-22-000-00-01
Division: Epidemiologic Studies
Incumbent: Tiefu Shen
Supervisor: SPSA 40070-20-20-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-46-000-00-01
Division: Assisted Living
Incumbent: Vacant
Supervisor: SPSA 40070-20-40-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-80-200-00-01
Division: Rural Health
Incumbent: Mary Ring
Supervisor: SPSA 40070-20-80-000-00-81
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-61-000-00-01
Division: Women's Health and Senior Health
Incumbent: Pamela Balmer
Supervisor: SPSA 40070-20-60-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-32-000-00-01
Division: Chronic Disease Prevention and Control
Incumbent: Cornelia Moody
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-52-000-00-01
Division: Food, Drugs and Dairies
Incumbent: Vacant
Supervisor: Medical Administrator 3 26404-20-50-000-00-02
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-38-000-00-01
Division: Health Promotion and Education
Incumbent: Mark Schmidt
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-37-000-00-01
Division: Health Assessment and Screening
Incumbent: Ronald Brown
Supervisor: SPSA 40070-20-30-000-00-81
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: SPSA 40070-20-47-000-00-81
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-53-000-00-01
Division: Environmental Health
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-51-000-00-01
Division: Infectious Diseases
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-54-000-00-01
Division: Statewide Health Protection Support Services
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon

The last position serves as a Division Manager that reports to a Bureau Manager.

Position Title: Senior Public Service Administrator
Position Number: 40070-20-55-000-00-31
Division: Laboratories
Incumbent: David Maserang
Supervisor: SPSA 40070-20-54-000-00-01
Location: Sangamon County

I do not find these positions meet the reporting criteria of Commission Rule 11 or possess principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the positions, the limitations on the nature and scope of their 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 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

September 18, 2003

IV. 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) 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 POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-20-09-000-00-01
Division: Public Health Preparedness
Incumbent: Michelle Gentry-Wiseman
Supervisor: Assistant Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-09-200-00-01
Division: Emergency Preparedness and Response
Incumbent: Donald Kauerauf
Supervisor: SPSA 40070-20-09-000-00-01
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-13-000-00-01
Division: Accounting Services
Incumbent: Vacant
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 0070-20-14-000-00-01
Division: Vital Records
Incumbent: Vacant
Supervisor: SPSA 40070-20-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-22-000-00-01
Division: Epidemiologic Studies
Incumbent: Tiefu Shen
Supervisor: SPSA 40070-20-20-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-46-000-00-01
Division: Assisted Living
Incumbent: Vacant
Supervisor: SPSA 40070-20-40-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-80-200-00-01
Division: Rural Health
Incumbent: Mary Ring
Supervisor: SPSA 40070-20-80-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-61-000-00-01
Division: Women's Health and Senior Health
Incumbent: Pamela Balmer
Supervisor: SPSA 40070-20-60-000-00-81
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-32-000-00-01
Division: Chronic Disease Prevention and Control
Incumbent: Cornelia Moody
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-52-000-00-01
Division: Food, Drugs and Dairies
Incumbent: Vacant
Supervisor: Medical Administrator 3 26404-20-50-000-00-02
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-38-000-00-01
Division: Health Promotion and Education
Incumbent: Mark Schmidt
Supervisor: SPSA 40070-20-30-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-37-000-00-01
Division: Health Assessment and Screening
Incumbent: Ronald Brown
Supervisor: SPSA 40070-20-30-000-00-81
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: SPSA 40070-20-47-000-00-81
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-53-000-00-01
Division: Environmental Health
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-51-000-00-01
Division: Infectious Diseases
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-54-000-00-01
Division: Statewide Health Protection Support Services
Incumbent: Vacant
Supervisor: SPSA 40070-20-50-000-00-02
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-20-55-000-00-31
Division: Laboratories
Incumbent: David Maserang
Supervisor: SPSA 40070-20-54-000-00-01
Location: Sangamon County

F. 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: 40070-20-42-000-00-01
Division: Administrative Rules and Procedures
Incumbent: Patricia Heidenreich
Supervisor: SPSA 40070-20-40-000-00-01
Location: Sangamon County

This position serves as the Chief of the Division of Administrative Rules and Procedures and reports to the Deputy Director of the Office of Health Care Regulation. This position develops and implements policies confirming the

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

compliance with all administrative rules in the divisions of the Office of Health Care Regulations.

I do not find this position meeting the reporting criteria of Commission Rule 11.a)6) or 11.b)1), or possesses the statutory authority requiring them to carry out a program of Public Health. 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) 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?

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

Position Title: Senior Public Service Administrator
Position Number: 40070-20-42-000-00-01
Division: Administrative Rules and Procedures
Incumbent: Patricia Heidenreich
Supervisor: SPSA 40070-20-40-000-00-01
Location: Sangamon County

G. Department of Children & Family Services - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-16-09-200-00-01
Division: Planning and Performance Management
Incumbent: Vacant
Supervisor: SPSA 40070-16-09-000-00-01
Location: Sangamon County

This position serves as the Information Technology Manager and reports to the Deputy Director of Planning and Performance Management. This position develops and formulates policies and procedures to implement long-term strategic goals associated with information services. While this position does establish policies and procedures for the Agency's long-term programmatic planning, it does not have the authority to act in the capacity of the Director or Deputy Director in committing the Agency's resources or operational actions. Considering 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 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

September 18, 2003

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

COPY

Dear Director Rumman:

I am requesting that the position of Information Technology manager in the Division of Planning and Performance Management for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Information Technology Manager and will serve as a policy-formulating administrator for information services and issues for the Department, developing policies and procedures to implement long-term strategic goals associated with information services and issues. Reporting directly to the overall principal policy formulating Deputy Director of the Division of Planning and Performance Management, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to information 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 REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-09-200-00-01
Division:	Planning and Performance Management
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-09-000-00-01
Location:	Sangamon County

H. Department of Employment Security - Proposed Exemption

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

September 18, 2003

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

COPY

Dear Chairman Richards:

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

The position will report to the Director as a policy-formulating manager. This position serves as administrator, Chief legal and technical advisor for the Board of Review and will provide advice and counsel on agency policy matters, rules, regulations, procedures and similar issues that have an impact on IDES decisions and actions. Additionally, this position will serve as official agency spokesperson for the Governor's appointed review board with internal and external staff, officials, board members and the general public on legal methods, practices and procedures that have a crucial impact on legal decisions, recommendations and actions of IDES.

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

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

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:

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

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

September 18, 2003

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

This position as a policy formulating manager, serves as staff administrator of the Board of Review; plans, organizes, controls, executes and evaluates the administration, operation and policy and procedural matters of the Board and support operations staff conducting business of the Board; formulates correspondence and initiates reports; serves as official spokesperson for the Director and legal advisor to the agency and to the Governor's appointed Review Board with internal and external staff, officials, Board members and the general public on legal methods, practices and procedures which have a crucial impact on legal decisions, recommendations and actions of IDES.

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

If you have any questions, please contact Mr. Timothy Walker, Human Resource Manager, at 312-793-9695.

Thank you for your assistance in this matter.

END OF COPY

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

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

I. Illinois Criminal Justice Information Authority - Proposed Exemption

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

COPY

Dear Chairman Richards:

Executive Director Lori G. Levin of the Illinois Criminal Justice Information Authority has requested 4d(3) exemption of the following established position:

September 18, 2003

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

Position Title:	Senior Pubic Service Administrator
Position Number:	40070-50-05-500-00-01
Division:	Information Systems Unit
Incumbent:	Carl S. Prisoc
Supervisor:	Executive Director
Location:	Cook County

This position reports directly to the Executive Director of the Illinois Criminal Justice Information Authority and serves as the Associate Director for the Information Systems Unit. The incumbent is responsible for formulating and implementing the Authority's information technology policies and procedures. This includes administering, planning and coordinating the Authority's internal and external statewide data processing systems and services to Illinois criminal justice agencies. Additionally, it serves as the Authority's liaison with policy-making officials within all levels of government and private and public organizations.

Considering this position's reporting relationship and responsibility to administer policies and procedures that impact the Illinois Criminal Justice Information Authority's information systems and services, I agree with Executive Director Levin 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, #40070-50-05-500-00-01 - The individual in this position functions as the Associate Director for the Information Systems Unit whose responsibilities include formulating and implementing the Authority's information technology policies and procedures. This individual administers, plans and coordinates the activities leading to the development, operation and management of the Authority's internal and external statewide data processing systems and services to more than 400 Illinois criminal justice agencies. In addition, this individual formulates and recommends procedures and programs

September 18, 2003

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

related to the integration of criminal justice data processing systems throughout the State.

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

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:	40070-50-05-500-00-01
Division:	Information Systems Unit
Incumbent:	Carl S. Prisoc
Supervisor:	Executive Director
Location:	Cook County

J. Department of Corrections - Proposed Exemptions

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

COPY

Dear Chairman Richards:

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

Position Title:	Senior Public Service Administrator (Assistant Warden of Programs)
Position Number:	40070-29-80-200-00-01
Division:	Sheridan Correctional Center
Incumbent:	Vacant
Supervisor:	Senior Public Service Administrator (Warden)
Location:	LaSalle County

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

Position Title: Senior Public Service Administrator
(Assistant Warden of Operations)
Position Number: 40070-29-80-300-00-01
Division: Sheridan Correctional Center
Incumbent: Vacant
Supervisor: Senior Public Service Administrator (Warden)
Location: LaSalle County

The Assistant Warden of Programs formulates, organizes and directs Program functions of medical, chaplain services, clinical services, leisure time and a contractual substance abuse program. The Assistant Warden is administratively responsible and accountable for the development, implementation and execution of program policies and procedures.

The Assistant Warden of Operations formulates, organizes and directs Operation functions of security, physical plant operations, dietary services, and laundry. The Assistant Warden is administratively responsible and accountable for the development, implementation and execution of operation policies and procedures.

Both positions will serve as Duty Warden in the absence of the Warden and are indicative of the Assistant Warden positions currently established and occupied at the other adult facilities within the Department of Corrections.

Although these positions do not meet the requirements of Commission Rule 11, the Commission has granted exemptions of similar positions based upon the rationale that these positions serve as warden of the institutions in the absence of the Warden. Wardens are exempted from Code coverage. In accordance with this past practice, staff recommends that the request be granted.

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

COPY

Dear Director Rumman:

The Department of Corrections is reopening Sheridan Correctional Center. This letter is to request that you approve and forward to the Civil Service Commission

September 18, 2003

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

the exemption of two Senior Public Service Administrators (one as Assistant Warden of Programs and one as Assistant Warden of Operations).

The Assistant Warden of Programs formulates, organizes and directs Program functions of medical, chaplain services, clinical services, leisure time and a contractual substance abuse program. The Assistant Warden will be administratively responsible and accountable for the development, implementation and execution of the program policies and procedures. The Assistant Warden of Operations formulates, organizes and directs Operation function of security, physical plant operations, dietary services, and laundry and is administratively responsible and held accountable for the development, implementation and execution of the operations policies and procedures.

Both positions will serve as Duty Warden in the absence of the Warden and are indicative of the Assistant Warden positions currently established and occupied at the other adult facilities within the Department of Corrections.

Attached you will find the job descriptions for the positions and an organizational chart.

Should you have any questions regarding this request, please feel free to contact Barbara Hamilton at 522-2666, ext. 2107.

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
(Assistant Warden of Programs)
Position Number: 40070-29-80-200-00-01
Division: Sheridan Correctional Center
Incumbent: Vacant
Supervisor: Senior Public Service Administrator (Warden)
Location: LaSalle County

Position Title: Senior Public Service Administrator
(Assistant Warden of Operations)
Position Number: 40070-29-80-300-00-01
Division: Sheridan Correctional Center
Incumbent: Vacant
Supervisor: Senior Public Service Administrator (Warden)
Location: LaSalle County

September 18, 2003

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

K. State Fire Marshal - Proposed Exemption

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

COPY

Dear Chairman Richards:

State Fire Marshal, Peter F. Viña, has requested 4d(3) exemption of the following established position:

Position Title:	Public Service Administrator
Position Number:	37015-50-50-000-05-84
Division:	Executive
Incumbent:	Vacant
Supervisor:	State Fire Marshal
Location:	Springfield

This position reports directly to the State Fire Marshal and serves as the principal policy administrator of the Strategic Planning Office of the State Fire Marshal. This position will formulate and revise policies, rules and regulations to implement and expedite program directives, special projects and new initiatives that integrate strategic plans. Additionally, this position will direct and coordinate the development of information and reports to the Governor's Office of Performance Review.

Considering the reporting relationship and the responsibility to serve as the statewide Strategic Planner for the Office of the State Fire Marshal, I agree with the State Fire Marshal, Peter Viña, 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 would like to request the following Public Service Administrator position be 4d(3) exempt. This position will be our Agency's Strategic Planner and report

September 18, 2003

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

directly to the State Fire Marshal. As Strategic Planner for the Agency, this position will serve as the principal policy administrator for the statewide Strategic Planning of the Office of the State Fire Marshal's programs and projects. In addition, this position will direct and coordinate the development of information and reports for the Governor's Office of Performance Review.

If you have any questions, please contact me at 217-785-1026.

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:	37015-50-50-000-05-84
Division:	Executive
Incumbent:	Vacant
Supervisor:	State Fire Marshal
Location:	Springfield

L. Department of Employment Security - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

The position reports to the Manager of Information Services Bureau that is currently 4d(3) exempt and reports directly to the director. This position plans, develops, organizes, controls and evaluates the activities of the Office of Support Services. This position will formulate and implement policy and procedures for the Office; establishes program objectives, develops long-range plans and monitors progress towards accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions. In addition, this position will serve as agency spokesperson on support service matters.

Position Title:	Senior Public Service Administrator
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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Number: 40070-44-33-000-00-01
Division: Office of Support Services
Incumbent: Vacant
Supervisor: SPSA 40070-44-30-000-00-01
Location: Cook

We 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, we 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 description, 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:

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

SPSA 40070-44-33-000-00-01

This position plans, develops, organizes, controls and evaluates the activities of the Office of Support Services; through subordinate managerial staff sets policy and procedure for the Office; establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions; serves as agency spokesperson on Support Services matters.

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

If you have any questions, please contact Mr. Tim Walker, Human Resource Manager, at 312-793-9695.

September 18, 2003

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

Thank you for your assistance in this matter.

END OF COPY

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

Position Title: Senior Public Service Administrator
Position Number: 40070-44-33-000-00-01
Division: Office of Support Services
Incumbent: Vacant
Supervisor: SPSA 40070-44-30-000-00-01
Location: Cook

M. Department of Human Services - Proposed Exemptions

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

COPY

Dear Chairman Richards:

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

The first position reports to the Chief Operations 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 will oversee and manage all aspects of the Office of Human Resources including payroll, benefits, transactions, classification, labor relations, risk management, and recruitment and selection for the Department. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of the Office of Human Resources. As such, this position 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.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-11-000-00-01
Division: Office of Human Resources
Incumbent: Alice Kirby
Supervisor: SPSA 40070-10-00-500-00-01
Location: Sangamon

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

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, we agree with Secretary Adams and recommend 4d(3) exemption of this position.

The next position outlined below reports to the position cited above. As the manager, this position will oversee all aspects of the Bureau of Recruitment and Selection.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-11-200-00-01
Division:	Office of Human Resources
Incumbent:	Mickey Haslett
Supervisor:	SPSA 40070-10-11-000-00-01
Location:	Sangamon

This position does not meet the criteria of Commission Rule 1.142 or possess 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, we do not recommend that 4d(3) exemption be extended to this position.

The next two positions outlined below report to the position cited above. The first of the two serves as Assistant Bureau Chief for the Bureau of Recruitment and Selection.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-11-210-00-01
Division:	Office of Human Resources
Incumbent:	Vacant
Supervisor:	SPSA 40070-10-11-200-00-01
Location:	Cook

This position does not meet the criteria of Commission Rule 1.142 or possess 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, we do not recommend that 4d(3) exemption be extended to this position.

The last of the two serves as a statewide manager of the Department of Human Services Recruitment Section.

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-11-250-00-01
Division:	Office of Human Resources
Incumbent:	Vacant
Supervisor:	SPSA 40070-10-11-200-00-01
Location:	Cook

This position does not meet the criteria of Commission Rule 1.142 or possess 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, we 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 the 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 Human Resources, 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 human resources including payroll, benefits, transactions, classification, labor relations, risk management, and recruitment and selection for the Department of Human Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of the Office of Human Resources. 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, Office of Human Resources 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

September 18, 2003

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

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Office of Human Resources, Bureau of Recruitment and Selection 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 recruitment and selection for the Department of Human Services. In addition, this position will serve as liaison with other Offices, Bureaus and Agencies in order to coordinate functions and services of the Office of Human Resources. 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, Office of Human Resources, Bureau of Recruitment and Selection 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 Assistant Bureau Chief, Bureau of Recruitment and Selection, Office of Human Resources, be made 4d(3). As the Assistant Bureau Chief and manager of the Selection Section, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the statewide selection process for the Department of Human Services. In addition, this position will serve as liaison with other Offices, Bureaus and Agencies in order to coordinate functions and services of the Office of Human Resources. 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 Assistant Bureau Chief, Bureau of Recruitment and Selection, Office of Human Resources, 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.

September 18, 2003

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

Thank you for your attention to this request.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Recruitment Section, Bureau of Recruitment and Selection, Office of Human Resources, be made 4d(3). As the Manager of the Recruitment Section, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the statewide recruitment process for the Department of Human Services. In addition, this position will serve as liaison with other Offices, Bureaus and agencies in order to coordinate functions and services of the Office of Human Resources. 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 Manager, Recruitment Section, Bureau of Recruitment and Selection, Office of Human Resources, 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:	40070-10-11-000-00-01
Division:	Office of Human Resources
Incumbent:	Alice Kirby
Supervisor:	SPSA 40070-10-00-500-00-01
Location:	Sangamon

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

Position Title: Senior Public Service Administrator
Position Number: 40070-10-11-200-00-01
Division: Office of Human Resources
Incumbent: Mickey Haslett
Supervisor: SPSA 40070-10-11-000-00-01
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-10-11-210-00-01
Division: Office of Human Resources
Incumbent: Vacant
Supervisor: SPSA 40070-10-11-200-00-01
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-10-11-250-00-01
Division: Office of Human Resources
Incumbent: Vacant
Supervisor: SPSA 40070-10-11-200-00-01
Location: Cook

N. Department of Commerce and Economic Opportunity - Proposed Exemptions

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

COPY

Dear Chairman Richards:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-000-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: Director
Location: Cook County

The first position reports to Director Lavin and serves as the Deputy Director of the Bureau of Economic Development. It formulates and implements policies specific to its programs to lead the agency-wide effort to coordinate all State of

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

Illinois economic development initiatives across multiple state agencies and geographic regions.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-000-05-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Cook County

The second position serves as Assistant Deputy Director and reports to the Deputy Director of the Bureau of Economic Development. Like the other Assistant Deputy Directors within the Agency, it serves with full authority of the Deputy Director in that individual's absence and plans, develops, implements and controls strategic long term planning. Additionally, this person will lead the efforts to build a community based economic development network and develop statewide Entrepreneurship Centers.

The following ten positions serve as Regional Managers for the Bureau of Economic Development. These regional managers will formulate the Governor's Strategic Planning Program, setting priorities for economic and business development within their assigned region. The distinctive nature of each region and their industries will require these individuals to develop policies and priorities tailored to their regions. While the subject positions do not meet the reporting criteria of Commission Rule 11, a good case could be made that these are unique positions in a unique agency.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-050-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-100-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Winnebago County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-200-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Rock Island County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-300-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Champaign County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-400-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-500-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Peoria County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-600-00-01
Division: Bureau of Economic Development
Supervisor: SPSA 40070-42-10-000-00-01
Location: Adams County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-700-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Effingham County

September 18, 2003

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-800-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Williamson County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-900-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Madison County

Considering the wide latitude of authority, and the fact that these positions are responsible for participating in policy development and representing the Director of the Agency in the interpretation of programs and policies, I would recommend the 4d(3) exemption of these positions.

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

COPY

Dear Director Rumman:

As you are aware, the Governor has made re-organization of the Illinois Department of Commerce and Economic Opportunity based on a regional service model a top administrative priority. As part of that process of reorganization, DCEO is creating a new regional service bureau, with a tailored approach to economic development that divides the state geographically based upon natural economic development and commuting patterns and takes into account specific linchpin industries to a defined region.

In addition, it is the Governor's goal to have a strong, policy-making regional management team in place that works under the umbrella of DCEO, but also works across agency lines to coordinate a statewide, multi-agency effort towards economic development.

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

As such, please consider this letter a formal request for 4d(3) exemption for 12 Senior Public Service Administrators (SPSA's) that will serve as key policy makers for this regional service bureau.

The first two SPSA positions requested for exemption are for the lead managers of the newly formed bureau, described specifically as follows:

- Deputy Director - The individual in this position will report to the agency Director, and therefore has the reporting criteria necessary for exemption. This position develops, in collaboration with Departmental Senior Staff, long term policy initiatives and strategies related to economic development, and will lead the agency-wide effort to coordinate all State of Illinois economic development initiatives across multiple state agencies and geographic regions.
- Assistant Deputy Director - In addition to serving with the full authority of the Deputy Director in that individual's absence, the individual in this position directs and administers the bureau's strategic planning. Also, this individual will lead the effort to build a community based economic development network that identifies and sets priorities within regions based on demographic needs. This person will also lead the development of statewide Entrepreneurship Centers, including existing and new efforts to assist start-up businesses.

The following 10 regional managers report directly to the Deputy Director of this new bureau - which has separate and clearly distinct duties from the statutory Assistant Director (a position which is also, currently vacant); and therefore meet the reporting criteria of Commission Rule 1.142 a(5) for Jurisdiction B exemption.

In addition, each regional manager will exercise a great deal of influence over the development of economic development policies and priorities within their assigned area, to be followed by multiple state agencies under the authority of the Governor. The distinctive nature of these regions and their subsequent linchpin industries will require these individuals to develop policies and priorities tailored to that region's needs, more clearly described with each job noted below:

- Northeast Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Northeast region of the state, composed of Cook, Lake, McHenry, DuPage, Kane, DeKalb, Kendall, Grundy, Will, and Kankakee Counties.

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

The plan will require an emphasis on policy making in the areas of nanotechnology, rare isotope acceleration, biotechnology, tourism promotion for the Fox River Valley and the City of Chicago, business and workforce development, energy policy, and the adaptive use of real estate. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.

- Northern Stateline Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Northern Stateline Region, composed of Stephenson, Ogle, Boone, and Winnebago Counties. The plan will require an emphasis on policy making in the areas of business and workforce development, energy policy related to Ethanol, infrastructure development related to the Greater Rockford Airport, and the adaptive use of real estate. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.
- Northwest Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Northwest region of the state, composed of JoDaviess, Carroll, Whiteside, Lee, LaSalle, Putnam, Bureau, Henry, Mercer, and Rock Island Counties. The plan will require an emphasis on policy making in the areas of tourism, energy policy related to Ethanol and wind power, infrastructure development related to telecommunications and broadband information transmission, and the adaptive reuse of real estate. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.
- East Central Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the East Central region of the state, composed of Iroquois, Vermilion, Ford,

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

Champaign, Piatt, Moultrie, and Douglas Counties. The plan will require an emphasis on policy making in the areas of nanotechnology, biotechnology, business and workforce development, energy policy related to Ethanol and a coal fired baseload power generation. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.

- Central Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Central region of the state, composed of Cass, Menard, Logan, Macon, Shelby, Montgomery, Christian, Sangamon, Morgan, Greene, and Scott Counties. The plan will require an emphasis on policy making in the areas of tourism promotion related to Lake Shelbyville and the Lincoln Library and Presidential Museum, business and workforce development, and energy policy related to Ethanol and coal fired baseload power generation. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.
- North-Central Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the North-Central region of the state, composed of Stark, Marshall, Woodford, McLean, Livingston, DeWitt, Tazewell, Mason, Fulton, and Peoria Counties. The plan will require an emphasis on policy making in the areas of biotechnology and technology commercialization, business and workforce development, and energy policy related to Ethanol and coal combustion by-products, and the creation of new infrastructure development in the form of ports along the Illinois River. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.
- West-Central Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the West-

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

Central region of the state, composed of Knox, Warren, Henderson, Hancock, McDonough, Schuyler, Brown, Pike, and Adams Counties. The plan will require an emphasis on policy making in the areas of tourism development for Illinois River communities, business and workforce development, energy policy related to wind power, and the creation of new telecommunications and technology infrastructure. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.

- Southeastern Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Southeastern region of the state, composed of Edgar, Coles, Cumberland, Clark, Crawford, Lawrence, Richland, Jasper, Effingham, Clay, Marion, and Fayette Counties. The plan will require an emphasis on policy making in the areas of business and workforce development and energy policy related to development of small scale Ethanol facilities and coal-fired baseload power generation. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.
- Southern Central Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Southern Central region of the state, composed of Jefferson, Wayne, Edwards, Wabash, White, Hamilton, Franklin, Perry, Jackson, Williamson, Saline, Gallatin, Hardin, Pope, Johnson, Union, Alexander, Pulaski, and Massac Counties. The plan will require an emphasis on policy making in the areas of business and workforce development, technology commercialization and innovation, improvement of visitor services within the tourism industry, energy policy related to development of small scale Ethanol facilities and coal-fired baseload power generation, and the development of telecommunications infrastructure and broadband transmission services. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.

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

- Southwestern Regional Manager - The individual in this position will report to the Deputy Director of Economic Development, and will direct the development of a specialized Regional Economic Development plan on behalf of the Governor, and the Director of DCEO, that synthesizes the overall State of Illinois approach to economic development for the Southwestern region of the state, composed of Calhoun, Jersey, Macoupin, Madison, Bond, Clinton, Washington, St. Clair, Monroe, and Randolph Counties. The plan will require an emphasis on policy making in the areas of business and workforce development, tourism destination development, energy policy related to coal-fired baseload power generation and new mining operations, the promotion of telecommunications infrastructure and modernization of locks on the Mississippi River. This effort will require the individual, with the assistance of subordinate staff, to combine programmatic efforts across all other state agencies in coordination to meet the Governor's economic development goals.

The structural changes in the agency, combined with the serious programmatic responsibilities of these positions, and their subsequent impact on multiple state agencies under the authority of Governor Blagojevich, warrant consideration of exemption of 4d(3) of the Personnel Code.

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

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: 40070-42-10-000-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-000-05-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Cook County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-050-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-100-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Winnebago County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-200-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Rock Island County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-300-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Champaign County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-400-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-500-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Peoria County

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

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-600-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Adams County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-700-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Effingham County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-800-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Williamson County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-10-900-00-01
Division: Bureau of Economic Development
Incumbent: Vacant
Supervisor: SPSA 40070-42-10-000-00-01
Location: Madison County

O. 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 has requested 4d(3) exemption of the following position:

September 18, 2003

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

Position Title: Public Service Administrator
Position Number: 37015-10-09-100-00-29
Division: Office of Hispanic/Latino Affairs
Incumbent: Vacant
Supervisor: Senior Public Service Administrator
(40070-10-09-000-00-29)
Location: Cook

This position reports to the Special Assistant for Hispanic/Latino Affairs that is currently 4d(3) exempt and reports directly to the Secretary. As the Assistant Bureau Chief, this position will formulate and implement policy that has statewide impact. This position is responsible for activities in the service delivery systems for the Hispanic/Latino communities throughout Illinois for the entire Department. As such, this position 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.

This position does not meet the criteria of Commission Rule 1.142 or possess 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, we 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 Assistant Bureau Chief for the office of Hispanic/Latino Affairs be made 4D3. As the Assistant Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities in the service delivery systems for the Hispanic/Latino communities throughout Illinois 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.

September 18, 2003

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

Therefore, I am requesting the position of Assistant Bureau Chief, Office of Hispanic/Latino Affairs 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:	Public Service Administrator
Position Number:	37015-10-09-100-00-29
Division:	Office of Hispanic/Latino Affairs
Incumbent:	Vacant
Supervisor:	Senior Public Service Administrator (40070-10-09-000-00-29)
Location:	Cook

P. 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:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-70-000-10-05
Division:	Legal Services/Property Management and Claims
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
Location:	Sangamon

The position reports to the Chief Legal Counsel, providing all technical advice and legal policy determinations on all legal matters relating to Property Management and Claims. This advice and these determinations often have a crucial impact on decisions and actions of the department and other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Property Management and Claims functions/programs and policies of the state; plans, directs and makes recommendations to Legal Services/Property Management and Claims staff engaged in legal research, interpretation of rules and regulations, conduct hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Property Management and Claims matters. Directs and conducts technical and specialized legal work in the areas of Property Management and Claims and related policy/regulatory matters, including coordinating comprehensive review of all legal issues relating to Property Management and Claims with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to Property Management and Claims, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation, coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General, and legal and statutory compliance.

Considering the reporting relationship to the Chief Legal Counsel and comparable to 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?

September 18, 2003

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-70-000-10-05
Division: Legal Services/Property Management and Claims
Incumbent: Vacant
Supervisor: Chief Legal Counsel
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: 40070-37-70-000-10-04
Division: Legal Services/Procurement
Incumbent: Vacant
Supervisor: Chief Legal Counsel
Location: Sangamon

This position reports to the Chief Legal Counsel, providing all technical advice and legal policy determinations on all legal matters relating to Procurement. This advice and these determinations often have a crucial impact on decisions and actions of the department and all the other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Procurement functions/programs and policies of the state; plans, directs and makes recommendations to Legal Services/Procurement staff engaged in legal research, interpretation of rules and regulations, conducts hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Procurement matters. Directs and conducts technical and specialized legal work in the areas of Procurement and related policy/regulatory matters, including coordinating comprehensive review of all legal issues relating to Procurement with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to Procurement, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation,

September 18, 2003

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

coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General, and legal and statutory compliance.

Considering the reporting relationship to the Chief Legal Counsel and comparable to 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:	40070-37-70-000-10-04
Division:	Legal Services/Procurement
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
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.

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:	40070-37-70-000-10-03
Division:	Legal Services/Communications Computer/Information Services
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
Location:	Sangamon

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

This position reports to the Chief Legal Counsel, providing all technical advice and legal policy determinations on all legal matters relating to Communications Computer/Information Services. This advice and these determinations often have a crucial impact on decisions and actions of the department and other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Communications Computer/Information Services functions/programs and policies of the state; plans, directs and makes recommendations to Legal Services/Communications Computer/Information Services staff engaged in legal research, interpretation of rules and regulations, conducts hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Communications Computer/Information Services matters. Directs and conducts technical and specialized legal work in the areas of Communications Computer/Information Services and related policy/regulatory matters, including coordinating comprehensive review of all legal issues relating to Communications Computer/Information Services with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to the Communications Computer/Information Services, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation, coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General, and legal and statutory compliance.

Considering the reporting relationship to the Chief Legal Counsel and comparable to 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:	40070-37-70-000-10-03
Division:	Legal Services/Communications Computer/Information Services
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
Location:	Sangamon

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

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:	40070-37-70-000-10-02
Division:	Legal Services/Benefits & Personnel
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
Location:	Sangamon

This position reports to the Chief Legal Counsel, providing all technical advice and legal policy determinations on all legal matters relating to the Bureau of Benefits and Personnel. This advice and these determinations often have a crucial impact on decisions and actions of the department and other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Benefits and Personnel functions/programs and policies of the state; plans, directs and makes recommendations to Legal Services/Benefits and Personnel staff engaged in legal research, interpretation of rules and regulations, conducts hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Benefits and Personnel matters. Directs and conducts technical and specialized legal work in the areas of Benefits and Personnel and related policy/regulatory matters, including coordinating comprehensive review of all legal issues relating to Benefits and Personnel with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to the Bureaus of Benefits and Personnel, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation, coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General, and legal and statutory compliance.

Considering the reporting relationship to the Chief Legal Counsel and comparable to other policy exemptions in Central Management Services, I recommend 4d(3) exemption.

September 18, 2003

IV. 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: 40070-37-70-000-10-02
Division: Legal Services/Benefits & Personnel
Incumbent: Vacant
Supervisor: Chief Legal Counsel
Location: Sangamon

T. 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: 40070-37-70-000-10-01
Division: Legal Services/Administration and Support Services
Incumbent: Vacant
Supervisor: Chief Legal Counsel
Location: Sangamon

This position reports to the Chief Legal Counsel, providing all technical advice and legal policy determinations on all legal matters relating to Administration and Support Services, including the state's internal audit functions, which are being consolidated into CMS. This advice and these determinations often have a crucial impact on decisions and actions of the department and other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Administration and Support Services functions/programs and policies of the state; plans, directs

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

and makes recommendations to Legal Services/Administration and Support Services staff engaged in legal research, interpretation of rules and regulations, conducts hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Administration and Support Services matters. Directs and conducts technical and specialized legal work in the areas of Administration and Support Services and related policy/regulatory matters, including coordinating comprehensive review of all legal issues relating to Administration and Support Services with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to the Administration and Support Services, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation, coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General, and legal and statutory compliance.

Considering the reporting relationship to the Chief Legal Counsel and comparable to 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:	40070-37-70-000-10-01
Division:	Legal Services/Administration and Support Services
Incumbent:	Vacant
Supervisor:	Chief Legal Counsel
Location:	Sangamon

V. MOTION TO GO INTO EXECUTIVE SESSION

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

September 18, 2003

VI. RECONVENE MEETING

VII. 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.

Dismissal

Kuhr, Marilyn Technical Advisor II Children & Family Services

CHARGE: Conduct Unbecoming, being that she attempted to use the authority of the Office of Inspector General (OIG) for personal reasons; and unauthorized removal of OIG documents from OIG office

Request for hearing filed: October 2, 2001

The parties represented to Administrative Law Judge Sacks that this matter has been settled. However, the Commission has not received any documentation confirming this. On August 4, 2003, Administrative Law Judge Sacks issued a rule to show cause to the parties, directing their appearance at the September 18, 2003 public meeting and stating that the matter will be dismissed if they fail to appear.

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

VIII. APPEALS DENIED

Layoff

Linda A. Kane

On June 13, 2003, the Commission received a letter from Linda A. Kane requesting a hearing concerning her layoff from her position with the Department of Corrections. Ms. Kane was advised by letter dated June 17, 2003 to specify in writing within 20 days those questions of compliance with the Personnel Code and/or Rules raised by the layoff and also to submit copies of any available documents or other information to support her allegations of noncompliance. Ms. Kane did not respond to the request. Therefore, Ms. Kane was advised by letter dated August 19, 2003 that her appeal would be dismissed for lack of prosecution.

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

September 18, 2003

IX. ADMINISTRATIVE REVIEW APPEALS

Circuit Court – Dismissal

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
DA-96-03	Jeff Johnson	Sangamon	Pending
DA-97-03	Diane Hurrelbrink	Sangamon	Pending

X. 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.

On August 18, 2003, the Commission received a request from Mr. Bertucci to continue this matter, pending his Freedom of Information Act request. Accordingly, the Commission continued this matter until September, 2003. On September 9, 2003, Mr. Bertucci’s response was received by the Commission.

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

XI. 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, 2003.

	<u>7/31/03</u>	<u>8/31/03</u>
Agriculture	5	5
Central Management Services	1	8
Corrections	1	0
Historic Preservation	2	2
Human Services	0	1
Labor	1	0
Lottery	1	1
Natural Resources	29	31
Public Health	3	2
State Retirement Systems	1	1
Transportation	2	2
Veterans Affairs	<u>1</u>	<u>0</u>
	47	53

XII. APPEALS PENDING DECISION

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Krause, Bennett	Sr. Public Service Administrator	Employment Security

CHARGE: Falsified information on his CMS 100 and CMS 100B employment applications and CMS 284 applicant background form.

Request for hearing filed: June 16, 2003

WHAT IS THE DECISION OF THE COMMISSION?

XII. APPEALS PENDING DECISION (continued)

Holbrook, Robert Highway Maintainer Transportation

CHARGE: Failure to possess a valid drivers license, a requirement of his position, and failure to report drivers license suspension to his supervisor.

Request for hearing filed: July 8, 2003

WHAT IS THE DECISION OF THE COMMISSION?

XII. APPEALS PENDING DECISION (continued)

JCAR CASES

Jerry R. Turnbull	SPSA	Guardianship & Advocacy Commission
Sarah D. Vega	SPSA	Department of Financial Institutions
Joseph L. Hampton, Jr.	SPSA	Department of Agriculture
Brad Cole	SPSA	Central Management Services
Joan K. Messina	SPSA	Department of Agriculture
Jeffrey A. Fulgenzi	SPSA	Department of Natural Resources
Linda LeBegue	SPSA	Department of Revenue
Edward J. Harmeyer	SPSA	Department of Revenue
Fred R. Kimble	SPSA	Department on Aging
David J. Urbanek	SPSA	Central Management Services
Laraine E. Williams	SPSA	Department of Public Aid
Michael P. Murphy	SPSA	Commerce and Economic Opportunity
Leslie A. Barrow	PSA	Central Management Services
Susan C. Nelson	PSA	Central Management Services
Nancy D. Woodward	SPSA	Department of Human Services
Candice D. Trees	SPSA	Department of Revenue
Flora Ciarlo	SPSA	Commerce and Economic Opportunity
Gary Crompton	SPSA	Professional Regulation
Philip A. Wyatt	SPSA	Department of Revenue
Katherine A. Parker	SPSA	Department of Human Services
Nick Vespa	SPSA	Department of Corrections
Matt Overaker	SPSA	Department of Corrections
Julie A. Dutton	PIO IV	Central Management Services
Sinéad Rice Madigan	SPSA	Department of Insurance
Catherine M. Narup	SPSA	Department of Public Health
Madelynne L. Brown	SPSA	Central Management Services
Fred Backfield	SPSA	Department of Public Aid
Peggy Booker	AAII	Department of Agriculture

CHARGES: Appointment was accomplished by illegally promulgated Rules.

WHAT IS THE DECISION OF THE COMMISSION?

September 18, 2003

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, October 16, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XV. MOTION TO ADJOURN.