

October 16, 2003

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
October 16, 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 SEPTEMBER 18, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 18, 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	555.....	14
Arts Council	19.....	1
Banks and Real Estate	262.....	2
Central Management Services.....	1,243.....	40
Children and Family Services	3,478.....	33
Commerce & Econ. Opportunity.....	474.....	56
Corrections	13,980.....	106
Criminal Justice Authority	73.....	3
Deaf and Hard of Hearing Comm.	6.....	1
Developmental Disabilities Council... 14.....	14.....	1
Elections Board	50.....	1
Emergency Management Agency ...	109.....	1
Employment Security	1,900.....	19
Environmental Protect. Agency ...	1,129.....	5
Financial Institutions	82.....	4
Guardianship and Advocacy	114.....	6
Historic Preservation Agency.....	261.....	2
Human Rights Commission.....	11.....	2
Human Rights Department	145.....	6
Human Services.....	15,605.....	54
Industrial Commission	148.....	8
Insurance	330.....	6
Investment Board	4.....	1
Labor	88.....	7
Labor Relations Board Educational ... 17.....	17.....	2
Labor Relations Board State.....	21.....	2
Law Enforce. Trng. & Standard Bd. .. 25.....	25.....	1
Military Affairs	135.....	3
Natural Resources	1,717.....	26
Pollution Control Board	28.....	3
Professional Regulation.....	245.....	12
Property Tax Appeal Board.....	24.....	2
Public Aid.....	2,310.....	17
Public Health.....	1,116.....	26
Revenue	2,249.....	42
State Fire Marshal	123.....	5
State Police	1,512.....	5
State Police Merit Board	5.....	1
State Retirement System	79.....	1
Transportation	3,036.....	1
Veterans Affairs	1,118.....	3
TOTALS.....	53,947.....	537

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 September 18, 2003 meeting until October 16, 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

October 16, 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?

October 16, 2003

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 Human Services - Proposed Exemption

At the request of the Agency, the following request for exemption was continued by the Commission at the September 18, 2003 meeting until October 16, 2003.

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 the following position.

The position outlined below reports to SPSA #40070-10-11-000-00-01. 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.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency letter of request and the organization charts. If additional

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

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, 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

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

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

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

E. Department of Professional Regulation - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Grillo of the Department of Professional Regulation has requested 4d(3) exemption of the following position.

The position reports to the Director and will have principal responsibility for the planning, development and implementation of statewide policies and procedures for the Public Information Division for the Department. In addition, this position will serve as spokesperson for the Director with other State, Federal and local agencies, professional associations, members of the General Assembly, Office of the Governor and statewide media, radio, television, community and civil representatives. Represents the Director in sensitive and controversial matter/issues on all public relation matters.

Position Title:	Public Service Administrator
Position Number:	37015-24-07-000-00-01
Division:	Public Information
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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 Grillo and recommend 4d(3) exemption of this position.

To consider your staff's review, I have enclosed copies of the position description, agency letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

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

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Public Service Administrator (37015-24-07-000-00-01) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

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

1. The position will report to the Director of the Department;
2. Will have administrative responsibility for the planning, development and implementation of state-wide policies and procedures for the Public Information Division for the Department; and,
3. Will serve as spokesperson for the Director with other State, Federal and local agencies, professional associations, members of the General Assembly, Office of the Governor, and state-wide media which includes members of the print media, radio, television, community and civic representatives, etc., for all subordinate program related matters/issues. Represents the Director in sensitive and controversial matters/issues on all public relation matters.

If you require any additional information, please contact Elizabeth Diaz, Deputy Director of Administration, at 312/814-5301.

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:	37015-24-07-000-00-01
Division:	Public Information
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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

F. Department of Veterans' Affairs - Proposed Exemption

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

COPY

Dear Chairman Richards:

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

This position reports to the Director and will serve as the policy-implementing administrator of the Statewide Grants Writing/Proposal Program. As the administrator, this position will plan and develop programs and policy initiatives identified by the Director to the point of implementation. This position will develop grants and proposals for State, Federal and private sector to acquire funding for veterans' programs. This position will serve as a resource officer for the Department, researching resources of funding, training and technical assistance for homeless veterans' issues. Additionally, this position will serve as spokesperson speaking before veterans' organizations and other allied agencies to articulate and interpret program philosophy and requirements.

Position Title:	Public Service Administrator
Position Number:	37015-34-00-000-02-01
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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

To consider your staff's review, I have enclosed copies of the position description, agency letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

October 16, 2003

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

COPY

Dear Director Rumman:

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

This position reports directly to the Director of the Department of Veterans' Affairs, serving as the policy-implementing manager, directing and organizing the Grant Writing/Proposal Programs.

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

Thank you for your assistance in this matter.

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-34-00-000-02-01
Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

G. Environmental Protection Agency - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Renee Cipriano of the Environmental Protection Agency is requesting 4d(3) exemption for the following established position:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-000-00-02
Division:	Director's Office
Incumbent:	Lisa K. Bonnett
Supervisor:	Director
Location:	Springfield

This position reports directly to Director Cipriano and serves as the agency Budget Officer. This position directs and coordinates the preparation of the Executive Budget, Legislative Budget and Indirect Cost Plan. Additionally, this position responds to inquiries from the Governor's Office, the Lieutenant Governor's Office, Bureau of the Budget, Legislative Staff and federal agencies staff concerning budget submissions, revisions or corrections.

Considering the scope and nature of the duties and responsibilities, the reporting relationship and the similarity to comparable budget officer positions that have been exempted by the Civil Service Commission, I agree with Director Cipriano and recommend 4d(3) exemption of 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 Mr. Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-00-000-00-02) in accordance with Section 4d(3) of the Personnel Code.

This position reports directly to me and is located in Springfield, Illinois. The position serves as Budget Officer and is responsible for Agency-wide budget preparation, controls appropriation of expenditure, and coordinates all budgetary and financial activities relating to the preparation and submission of the Agency budget proposals.

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

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

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

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-000-00-02
Division:	Director's Office
Incumbent:	Lisa K. Bonnett
Supervisor:	Director
Location:	Springfield

H. Department of Corrections - Proposed Exemption

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

Dear Chairman Richards:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-05-000-00-01
Division:	Parole Division
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

This position reports to the Director of the Agency. The position develops and implements policies, procedures and programs affecting the Parole Division while speaking on behalf of the Director regarding inmates released on parole statewide. The position serves as liaison with Law Enforcement agencies and the State's Attorney's office on a local, State and Federal level, providing expertise in resolving various parole issues.

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

October 16, 2003

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

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

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

END OF COPY

COPY

Dear Director Rumman:

The Department of Corrections has recently made a change in the reporting structure of the Deputy Director of Parole. This position will now report to the Director of the Agency, enhancing the overall operational needs of the agency. We are requesting you approve and forward to the Civil Service Commission the request for 4d(3) exempt status of the Senior Public Service Administrator position over the Parole Division. This request is consistent with other Deputy Director positions in the Department of Corrections reporting to the Director.

The position develops and implements policies, procedures, and programs affecting the Parole Division while speaking on behalf of the Director regarding inmates released on parole statewide. Also the position will serve as a liaison with Law Enforcement agencies and the State's Attorney's office on a local, State and Federal level, providing expertise in resolving various parole issues.

Attached, you will find a job description for the position and an organizational chart.

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

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-05-000-00-01
Division:	Parole Division
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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

I. Environmental Protection Agency - Proposed Exemption

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

COPY

Dear Chairman Richards:

Director Renee Cipriano of the Environmental Protection Agency is requesting 4d(3) exemption for the following established position.

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-10-400-00-01
Division:	Deputy Director
Incumbent:	Vacant
Supervisor:	SPSA 40070-46-10-000-00-01, Deputy Director
Location:	Springfield

This position serves as EPA's Manager of the Office of Emergency Response, which sets policy and directs the statewide activities for environmental emergency response, emergency planning and industrial hygiene and safety. This position coordinates emergency planning that requires cooperation between programs administered by multiple agencies. Additionally, the incumbent serves as the Confidential Assistant to the Director and Deputy Director and on behalf of the Director, serves as the Confidential Liaison to Illinois Emergency Management Agency, Illinois Department of Public Health and the Governor's Homeland Security Office staff on all environmental emergency response and preparedness issues.

This position reports to the Deputy Director who exercises full line authority under Director Cipriano for operating entities of EPA and has direct impact on developing regulations and making decisions through its Confidential Assistant and Liaison duties. Therefore, I agree with Director Cipriano and recommend 4d(3) exemption of 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

October 16, 2003

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

COPY

Dear Director Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-10-400-00-01) in accordance with Section 4d(3) of the Personnel Code.

This position reports to the Deputy Director and is located in Springfield, Illinois. The position services as Manager of the Office of Emergency Response which has the statewide responsibilities for environmental emergency response, emergency planning, industrial hygiene and safety. This position also serves as the Confidential Liaison to the Illinois Emergency Management Agency, the Illinois Department of Public Health, and the Governor's Homeland Security Office on issue of Environmental Emergency Response and Preparedness.

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

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

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-10-400-00-01
Division:	Deputy Director
Incumbent:	Vacant
Supervisor:	SPSA 40070-46-10-000-00-01, Deputy Director
Location:	Springfield

October 16, 2003

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

J. Financial Institutions - Proposed Exemptions

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

COPY

Dear Chairman Richards:

Director Roxanne Nava of the Department of Financial Institutions has requested 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-19-12-000-00-01
Division: Credit Union
Incumbent: Vacant
Supervisor: Director Nava
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-19-16-000-00-01
Division: Title Insurance
Incumbent: Harry Stirmell
Supervisor: Director Nava
Location: Sangamon County

Both of these positions report directly to Agency's Director. The first position serves as the Financial Institutions Examiner Supervisor for the Credit Union Division. This position develops guidelines, rules and regulations for the implementation of the CU Act. The second position serves as the Financial Institutions Examiner Supervisor for the Title Insurance Division. This position is responsible for developing examination procedures to monitor compliance with state and federal acts and regulations.

Considering these positions report directly to the Agency's Director and the programmatic responsibilities of the above positions, I agree with Director Nava and recommend 4d(3) exemption.

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

END OF COPY

October 16, 2003

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

COPY

Dear Director Rumman:

The Department of Financial Institutions is requesting a 4d(3) policy exemption of the following positions:

Position Title: Senior Public Service Administrator option 2
Position Number: 40070-19-12-000-00-01
Division: Credit Union
Incumbent: Vacant
Supervisor: Roxanne Nava, Director
Location: Cook County

Position Title: Senior Public Service Administrator option 2
Position Number: 40070-19-16-000-00-01
Division: Title Insurance
Incumbent: Harry E. Stirmell
Supervisor: Roxanne Nava, Director
Location: Sangamon County

Directly subordinate to Director Nava, these jobs establish the direction of the statewide Credit Union & Title Insurance Divisions for the Department of Financial Institutions. Functioning as policy level managers, the positions are responsible for policy development and decision-making in the aforementioned programs.

Enclosed please find an organizational chart and the clarified job descriptions. If you have any questions, contact Deanna Bandy, Human Resources Administrator, at 217/785-6996.

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 option 2
Position Number: 40070-19-12-000-00-01
Division: Credit Union
Incumbent: Vacant
Supervisor: Director Nava
Location: Cook County

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

Position Title: Senior Public Service Administrator option 2
Position Number: 40070-19-16-000-00-01
Division: Title Insurance
Incumbent: Harry E. Stirmell
Supervisor: Director Nava
Location: Sangamon County

K. 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 position:

Position Title: Public Service Administrator
Position Number: 37015-16-20-000-01-01
Division: Budget and Finance
Incumbent: Vacant
Supervisor: SPSA 40070-16-20-000-00-01
Location: Cook County

This position serves as the Manager of Fiscal Services and reports to the Deputy Director of Budget and Finance. This position develops and formulates policy and procedures for a new statewide financial reporting structure. While this position does establish policies and procedures for the Agency's long-term programmatic planning and does have the authority to act on the Deputy Director's behalf, this authority is limited as to serving as financial liaison for Fiscal Services. Considering the limitations on the nature and scope of its duties and responsibilities, and the status of comparable 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 organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

October 16, 2003

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

COPY

Dear Director Rumman:

I am requesting that the position of Manager of Fiscal Services of the Division of Budget & Finance for the Department of Children & Family Services be considered for 4d(3) exemption.

This position will function as the Manager of Fiscal Services and have decision-making authority in exercising principal responsibility for the determination and execution of policy for a new financial reporting structure to enable the Department to monitor spending in accordance with the policy of quarterly allotments as imposed by the Office of Management and Budget; as a principal policy administrator the incumbent will develop policies and procedures to implement long-term strategic goals associated with fiscal management. Furthermore, this position will serve as financial liaison to the Director of the Department and attend budget meetings in the absence of the Deputy Director. Reporting directly to the Deputy Director of the Division of Budget & Finance, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to fiscal management as well as advice and counsel regarding Department operations and initiatives.

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

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

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-16-20-000-01-01
Division:	Budget and Finance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-20-000-00-01
Location:	Cook County

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

L. 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:	Public Service Administrator
Position Number:	37015-20-01-010-10-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Whitaker
Location:	Sangamon County

This position reports directly to the Director of Public Health and serves as Staff Assistant to the Director. This position has delegated authority to speak for the Director, commit operational programs to courses of action and conceptualizes, develops and implements policies for resolutions to operational problems.

Considering the reporting relationship directly to the Director and representing the Director in planning and programming the department activities, I agree with Director Whitaker and recommend 4d(3) exemption.

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

COPY

Dear Director Rumman:

Attached is a clarification of a Public Service Administrator position that serves as my staff assistant. I am submitting the clarification in order to update the position duties and to request 4d(3) exemption of this position.

October 16, 2003

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

The position reports directly to me. In addition, the position is vested with responsibilities for planning, scheduling, and programming departmental program activities and policy implementation. Considering these responsibilities, and the fact that it reports to me, I believe it warrants review, and ultimately, 4d(3) exemption.

Consequently, I am requesting that it be considered for 4d(3) policy exemption, under the Commission Rules for Jurisdiction B exemptions. I have attached a revised overview organizational chart for your review.

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

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-20-01-010-10-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Whitaker
Location:	Sangamon County

M. 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 position:

Position Title:	Public Service Administrator
Position Number:	37015-16-00-000-10-99
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook County

October 16, 2003

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

This position serves as Special Assistant to the Director and reports to Director Samuels. This position develops policies and procedures for a statewide program and represents the Director with the Governor's office, legislative, and judicial branches of government.

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 Samuels 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 requesting that the position of Special Assistant to the Director for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as a special, confidential staff assistant and perform high-level administrative staff functions, often of a highly confidential and sensitive nature. The incumbent will provide input into the statewide planning, coordination, development and implementation of Departmental statewide policies and programs. This position will serve as the Director's representative with the Governor's Office, the legislative and judicial branches of government, private organizations, other state agencies and the general public. Exercising considerable authority and independence, the incumbent will interpret directives issued by the Director and provide guidance and advice to the department's high-level management staff. Furthermore, this position will manage a variety of special programs and projects that will often be of a highly confidential and sensitive nature, including serving as the lead on the development of coherent policies for the statewide program involving pregnant adolescent wards. Reporting directly to the Director, the incumbent will exercise considerable decision-making latitude and independence with respect to the development, implementation and interpretation of agency policy.

Due to the nature and scope of the duties of this position, as well as the confidentiality and sensitivity of the high-level administrative responsibilities performed, I am requesting this position be granted exempt status. Enclosed are

October 16, 2003

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

the position description, position review/determination form, and before and after organizational charts.

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

END OF COPY

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

Position Title:	Public Service Administrator
Position Number:	37015-16-00-000-10-99
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

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

VI. RECONVENE MEETING

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.

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Michael R. Maurello	Maintenance Worker	Transportation

Request for hearing filed: 3-3-03

RESULTS: Signed Stipulation to Dismiss filed with the Commission. Case closed by letter dated October 6, 2003.

October 16, 2003

VII. APPEALS TERMINATED WITHOUT DECISION (continued)

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

VIII. ADMINISTRATIVE REVIEW APPEALS

Circuit Court – Dismissal

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
DA-61-03	Gary R. Crompton	Sangamon	Pending
DA-32-03	Jerry R. Turnbull	Cook	Pending
DA-33-03	Sarah D. Vega	Cook	Pending
DA-34-03	Joseph L. Hampton, Jr.	Cook	Pending
DA-37-03	Brad Cole	Cook	Pending
DA-38-03	Joan K. Messina	Cook	Pending
DA-42-03	Jeffrey A. Fulgenzi	Cook	Pending
DA-43-03	Linda LeBegue	Cook	Pending
DA-45-03	Edward J. Harmeyer	Cook	Pending
DA-46-03	Fred R. Kimble	Cook	Pending
DA-47-03	David J. Urbanek	Cook	Pending
DA-50-03	Laraine E. Williams	Cook	Pending
DA-51-03	Michael P. Murphy	Cook	Pending
DA-52-03	Leslie A. Barrow	Cook	Pending
DA-54-03	Susan C. Nelson	Cook	Pending
DA-55-03	Nancy D. Woodward	Cook	Pending
DA-56-03	Candice D. Trees	Cook	Pending
DA-60-03	Flora Ciarlo	Cook	Pending
DA-63-03	Philip A. Wyatt	Cook	Pending
DA-66-03	Katherine A. Parker	Cook	Pending
DA-67-03	Nick Vespa	Cook	Pending
DA-68-03	Matt Overaker	Cook	Pending
DA-69-03	Julie A. Dutton	Cook	Pending
DA-71-03	Sinéad Rice Madigan	Cook	Pending
DA-72-03	Catherine M. Narup	Cook	Pending
DA-78-03	Madelynne L. Brown	Cook	Pending
DA-80-03	Fred Backfield	Cook	Pending
DA-82-03	Peggy Booker	Cook	Pending

October 16, 2003

IX. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Circuit Court - Dismissal

Betty Docks-Ezell v. State of Illinois, Civil Service Commission, Department of Central Management Services, and Illinois Department of Human Services (No. 01 CH 4882)

On September 25, 2003, Judge William O. Maki of the Circuit Court of Cook County issued a decision upholding the Commission's decision which substituted a 90-day suspension in lieu of discharge of the employee. Ms. Docks-Ezell worked as a Mental Health Technician III for the Illinois Department of Human Services at the Elisabeth Ludeman Development Center. A staff meeting was held to resolve differences regarding the employee's work habits. During that meeting Ms. Docks-Ezell said that her sons would "take care" of any problems she had at work. Subsequently, two of her sons went to Ludeman to confront her co-workers. While there, they threatened to "blow up" Ludeman if they heard about anyone disrespecting their mother. The Commission found the evidence supported a finding that the employee issued a thinly-veiled threat and that this threat violated the agency's zero tolerance rule against threats of violence.

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. This matter was continued by the

October 16, 2003

X. APPEALS FILED UNDER RULE 6 OF THE COMMISSION RULES (continued)

Commission at the September 18, 2003 meeting until October 16, 2003. The Commission received a response from CMS to Mr. Bertucci's submissions on October 1, 2003, further stating that no violation of the Personnel Code or Rules occurred.

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

Marsha Ornellas Andersen

On July 15, 2003, the Commission received an appeal from Marsha Ornellas Andersen, who was laid off from the Department of Veterans' Affairs (DVA) as a Senior Public Service Administrator (SPSA).

Ms. Andersen alleged that:

- The individual responsible for making the layoff decision was an SPSA with less continuous service than her and thus, was not objective in their decision-making process.
- Her layoff was retaliatory for being vocal regarding "illegal wrongdoings" at DVA.
- DVA's use of lack of funds as a justification for her layoff was "inaccurate" since there are other SPSAs making higher salaries that were not laid off and that she recently secured \$13,000,000 in funds for the agency that "covers" her annual salary.
- She was the only employee in the Central Office with a health care background and knowledge in the operations of the Veterans Home.

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." Staff investigation found that Ms. Andersen failed to provide any facts to support her first two allegations. The DVA layoff plan provides that layoffs shall be within organizational units, not job classifications, and DVA indicated that there were no SPSAs with less continuous service in that organizational unit. Further, the securing of funds for the agency, though noteworthy, does not insulate her from a layoff plan that is otherwise in compliance with the Personnel Rules. Lastly, DVA indicated that the Veterans Homes themselves have staff with health care background and operations knowledge which results in a duplication of services which the agency cannot afford in the current fiscal climate. Ms. Andersen was advised by letter mailed September 30, 2003 that the staff would recommend that her layoff appeal be denied. She has 21 days from the service of this letter to file a response with the Commission.

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

XIV. 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 September 30, 2003.

	<u>8/31/03</u>	<u>9/30/03</u>
Agriculture	5	2
Central Management Services	8	8
Children & Family Services	0	1
Employment Security	0	2
Historic Preservation	2	2
Human Services	1	1
Lottery	1	1
Natural Resources	31	27
Public Health	2	1
Revenue	0	2
State Police	0	1
State Retirement Systems	1	1
Transportation	<u>2</u>	<u>1</u>
	53	50

XV. APPEALS PENDING DECISION

Dismissal

<u>Name</u>	<u>Title</u>	<u>Department</u>
Michael R. Jimson	Correctional Captain	Corrections

CHARGES: Participated in a relationship with a parolee and failed to report such relationship to his superiors. These actions are violations of Rules of Conduct and Administrative Directives for Corrections.

Request for hearing filed: 6/25/03

WHAT IS THE DECISION OF THE COMMISSION?

Motion to Dismiss

Mark R. Schmidt	SPSA	Guardianship & Advocacy
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October 16, 2003

XVI. APPEALS PENDING DECISION (continued)

CHARGES: Insubordination and Conduct Unbecoming a State Employee
Request for hearing filed: 7/30/03

On July 17, 2003 Mark Schmidt was served his notice of discharge by the Guardianship and Advocacy Commission effective July 21, 2003. That same day, his Union filed a grievance on his behalf that was signed by his Union representative, but not Schmidt. Schmidt learned of this grievance by July 29 when he met with the Union representative to discuss it. On the morning of July 30, he attended a third step grievance meeting with his Union representative and agency representatives. There was no resolution at that time. Later that same day, he met with an attorney to discuss his discharge. He then authorized his attorney to file a Civil Service appeal on his behalf which was timely filed on July 30. On August 4, the agency sent a letter to the Union denying the grievance. Sometime afterwards, the Union learned of the Civil Service appeal and notified Schmidt that he must choose one or the other. Schmidt elected to proceed with the Civil Service appeal, so the Union withdrew the grievance. Subsequently, the agency filed a Motion to Dismiss for lack of jurisdiction citing the grievance that had been filed on Schmidt's behalf two weeks prior to the Civil Service appeal.

WHAT IS THE DECISION OF THE COMMISSION?

XVI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, November 20, 2003, at 10:30 a.m. in the Commission's Springfield Office.

XVII. MOTION TO ADJOURN