

October 21, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
OCTOBER 21, 2004

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

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD SEPTEMBER 16, 2004

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 16, 2004?

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

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	154	5
Agriculture	556	19
Arts Council	20	1
Office of Banks & Real Estate	1	0
Capitol Development Board.....	16	0
Central Management Services.....	1253	106
Children and Family Services	3529	41
Civil Service Commission.....	5	0
Commerce & Econ. Opportunity.....	487	60
Commerce Commission	58	0
Corrections	14,430	115
Criminal Justice Authority	69	3
Deaf and Hard of Hearing Comm.	7	1
Developmental Disabilities Council.....	10	1
Elections Board	56	1
Emergency Management Agency.....	111	2
Employment Security	1992	25
Environmental Protect. Agency.....	1138	15
Fin. & Prof. Regulation	877	25
Financial Institutions	1	0
Guardianship and Advocacy	110	6
Historic Preservation Agency.....	243	6
Human Rights Commission.....	11	2
Human Rights Department.....	137	7
Human Services.....	15,650	61
Industrial Commission	163	7
Investment Board	3	1
Labor	79	7
Labor Relations Board Educational.....	16	2
Labor Relations Board Local	2	0
Labor Relations Board State.....	17	2
Law Enforce. Trng. & Standard Bd.....	24	1
Medical District Comm.	2	0
Military Affairs	146	3
Natural Resources	1800	28
Pollution Control Board	26	3
Prisoner Review Board.....	24	0
Property Tax Appeal Board.....	24	2
Public Aid.....	2347	22
Public Health	1163	28
Revenue.....	2167	55
State Fire Marshal	138	7
State Police.....	1531	5
State Police Merit Board	5	1
State Retirement System	81	1
Transportation	2956	1
Veterans Affairs	1176	2
TOTALS	54,811	680

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 Natural Resources – Proposed Exemption

The following 4d(3) request for exemption was continued at the September 16, 2004 meeting until October 21, 2004.

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

COPY

Dear Director Rumman:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-09-000-00-01
Division:	Office of Business Management
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

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

- 1) The position would be managing the Department's Business Office, including fiscal operations as well as human resources.
- 2) The position will serve as a spokesperson for the Director and the Agency on issues associated with business management plans to the legislature, private businesses and associations, the media, public interest groups and various other entities.

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

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

END OF COPY

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

CMS Recommendation

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-09-000-00-01
Division:	Office of Business Management
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

D. Criminal Justice Information Authority – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Criminal Justice Information Authority.

COPY

Dear Director Rumman:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-05-400-00-01
Division:	Research & Analysis
Incumbent:	Gerard Ramker
Supervisor:	Executive Director
Location:	Cook County

The individual in this position functions as the Associate Director for the Research & Analysis Unit whose responsibilities include formulating and implementing the Authority's research policies and procedures. This individual coordinates the work of the 27-person Unit and is responsible for establishing long-range research and program

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

evaluation plans, including the setting of priorities for key initiatives, and the development, implementation and monitoring of performance measures. The individual ensures compliance with the financial and programmatic requirements associated with the Unit's private, state and federal grant awards. In addition, the individual in this position serves as liaison with policy-making officials within state, federal and local government, as well as academic communities.

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

END OF COPY

CMS Recommendation

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-05-400-00-01
Division:	Research & Analysis
Incumbent:	Gerard Ramker
Supervisor:	Executive Director
Location:	Cook County

E. **Criminal Justice Information Authority – Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Criminal Justice Information Authority.

COPY

Dear Director Rumman:

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

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

Position Title: Public Service Administrator
Position Number: 37015-50-05-000-21-01
Division: Human Resources
Incumbent: Jan Oncken
Supervisor: Executive Director
Location: Cook County

The individual in this position functions as the Associate Director for the Office of Human Resources overseeing all matters involving human resources and labor relations. The individual will develop and formulate policies and procedures to implement long-term strategic goals associated with personnel, as well as act as spokesperson for the agency's Executive Director on all human resources issues. The individual in this position will provide guidance to the Director on all human resources and labor relations matters including serving on the Director's Executive Staff providing input on the long-term and short-term goals of the Authority.

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

END OF COPY

CMS Recommendation

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

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: 37015-50-05-000-21-01
Division: Human Resources
Incumbent: Jan Oncken
Supervisor: Executive Director
Location: Cook County

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

F. **Department of Human Services – Proposed Exemption**

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

COPY

Dear Director Rumman:

I am requesting 4d(3) exemption for the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-18-000-00-02
Division:	Office of Community Relations
Incumbent:	Vacant
Supervisor:	Secretary of DHS
Location:	Cook County

The Department of Human Services is establishing the Director of the Office of Community Relations. As the Director of the Office of Community Relations, this position will formulate and implement policy, which has statewide impact. In addition, this position will manage all aspects of the Office, provide administrative direction to the Office of Community Relations, and plan and implement programmatic changes required by legislative and regulatory changes. This position will serve as liaison with all offices, bureaus, and divisions within the Department in order to coordinate and formulate primary program policy and policy guidelines for administration and delivery of effective education, information and outreach programs for the entire Department. As such, this individual will be responsible for developing, initiating and approving agency policy and will serve as a member of the Secretary's Executive Management staff, and will report directly to the Secretary of the Department of Human Services.

Due to the statutory requirements, the scope of the work and the discretion and scope of decision-making mandates the position be 4d(3). As stated in the Personnel Code, Sec. 4d. Partial exemptions:

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

The Department of Human Services requests the Director of the Office of Community Relations be made 4d(3) exempt due to the statutory requirements,

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

administrative responsibility, the scope of the work, and the discretion and scope of decision-making required of this position. The actions of this position are subject only to the Secretary, an appointed position.

Thank you for your consideration of our request to extend 4d(3) exemption to the SPSA position 40070-10-18-000-00-02.

END OF COPY

CMS Recommendation

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-18-000-00-02
Division:	Office of Community Relations
Incumbent:	Vacant
Supervisor:	Secretary of DHS
Location:	Cook County

G. **Department of Natural Resources – Proposed Exemption**

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

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish an Administrative Assistant II and exempt the position from Jurisdiction B, Section 4d(3) of the Personnel Code.

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

Position Title: Administrative Assistant II
Position Number: 00502-12-00-200-10-02
Division: Director's Office
Incumbent: Vacant
Supervisor: SPSA-40070-12-00-200-00-01
Location: Sangamon

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

- 1) The position would be assisting with developing and drafting proposed legislation and policy and procedures regarding the Department; also assisting in lobbying with legislature regarding proposed bills that impact Departmental operations.
- 2) This position also performs liaison work with the Governor's Office as well as members of the General Assembly and County Officials.
- 3) The position is integrally involved in planning and integrating the plans of agency-specific legislation, policies and procedures for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Natural Resources, I request 4d(3) exemption. Should you need additional information, please contact Michele Cusumano at 782-1274.

END OF COPY

CMS Recommendation

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

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

Position Title: Administrative Assistant II
Position Number: 00502-12-00-200-10-02
Division: Director's Office
Incumbent: Vacant
Supervisor: SPSA-40070-12-00-200-00-01
Location: Sangamon

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

H. Department of Public Aid – Proposed Exemption

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

COPY

Dear Director Rumman:

We are proposing the exemption of SPSA 40070-33-00-800-00-21 as provided in Section 4d(3) of the Personnel Code.

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-800-00-21
Division:	Office of the Director
Incumbent:	Jean Summerfield
Supervisor:	Director
Location:	Cook

The incumbent of this position serves as my Special Assistant for Long Term Care and works closely with me in all matters relating to the development and evaluation of policies affecting the Agency's Division of Medical Programs' Long Term Care Program.

The incumbent serves as my policy advisor and is responsible for formulating and developing policies consistent with federal and state rules and regulations. The incumbent has full authority to act in my behalf with respect to these responsibilities and has principle administrative responsibility for the manner in which policy affecting this program is implemented.

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

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

END OF COPY

CMS Recommendation

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

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-33-00-800-00-21
Division: Office of the Director
Incumbent: Jean Summerfield
Supervisor: Director
Location: Cook

I. Illinois Historic Preservation Agency – Proposed Exemption

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

COPY

Dear Director Rumman:

The Illinois Historic Preservation Agency is requesting a 4d(3) exemption from the Personnel code for SPSA position #40070-48-50-100-00-01 in the Abraham Lincoln Presidential Library & Museum.

Position Title: Senior Public Service Administrator
Position Number: 40070-48-50-100-00-01
Division: A. Lincoln Presidential Library & Museum Security
Incumbent: Vacant
Supervisor: ALPLM Director
Location: Sangamon County

This position will act as the Director of Security for the Abraham Lincoln Presidential Museum and will act as full authority of the Director of the ALPLM in formulating and implementing security policies and procedures for the ALPLM facilities. We feel that this position meets the criteria for exemption from 4d(3) of the Personnel Code in that the position reports directly to the Abraham Lincoln Presidential Museum and will act as full authority of the Director of the ALPLM in establishing, developing, and implementing security policies and procedures for the ALPLM and makes decisions in exercising principal responsibility for a major security program.

If you have any questions or need additional information for consideration of our request, please feel free to contact Susie Fishel (ALPLM Human Resources) at 217/558-8852.

END OF COPY

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

CMS Recommendation

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-48-50-100-00-01
Division: A. Lincoln Presidential Library & Museum Security
Incumbent: Vacant
Supervisor: ALPLM Director
Location: Sangamon County

J. Department of Children & Family Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Children & Family Services.

COPY

Dear Director Rumman:

I am requesting that the following position be considered for 4d(3) exemption:

Position Title: Senior Public Service Administrator
Position Number: 40070-16-00-000-50-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director – DCFS
Location: Cook County

The incumbent of this position will report directly to the Director and serve as the Director's Executive Assistant for Public Relations and Media Affairs. The incumbent will serve as a high-level principal policy-formulating administrator for sensitive

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

media, publication and community public relations issues relating to children and families associated with the Department. The incumbent will have final authority and issue directives on behalf of the Director on all sensitive media and public relations issues that have wide range ramifications on Departmental policy. The incumbent will advise the Director on probable effect of proposed publications and public relations issues and resulting impact on Departmental programs, services, and public perception. Additionally, the incumbent will issue directives on behalf of the Director to Executive Staff, Program Managers and the Division of Communications staff regarding programs and services being promoted in the media and included in departmental publications.

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

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

END OF COPY

CMS Recommendation

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

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-000-50-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director – DCFS
Location:	Cook County

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

K. Department of Revenue – Proposed Exemption

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

COPY

Dear Director Rumman:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-03-110-00-02
Division:	Local Government Services
Incumbent:	Vacant
Supervisor:	Communications Officer – Department of Revenue
Location:	Sangamon County

This position, as policy formulating manager of the Local Government Services Office is responsible for collecting and distributing \$6 billion per year for units of local government and is charged with oversight of the state's property tax system which includes providing technical assistance and training to local officials, maintaining taxing district maps, approving non-homestead exemptions, equalizing assessments among counties, administering personal property replacement taxes, assessing railroad operating property and pollution control facilities, performing complex commercial and industrial appraisals at an assessor's request, and publishing appraisal and assessment manuals. This position is responsible for developing new or amended legislation to Property Tax statutes, and serves as Agency representative before legislative committees.

This vacant position reports directly to the Communications Manager, which is attached to my office. As this position has responsibility for developing Property Tax policy, rules and regulations I believe the position meets criteria for exemption.

Attached is a current CMS-104 and organizational chart for your review. Your review and early positive presentation of this request to the Civil Service Commission is greatly appreciated. If additional information is needed, please advise the Personnel Office of this Agency so that we may respond most effectively and expeditiously.

END OF COPY

October 21, 2004

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

CMS Recommendation

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

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

Position Title: Senior Public Service Administrator
Position Number: 40070-25-03-110-00-02
Division: Local Government Services
Incumbent: Vacant
Supervisor: Communications Officer – Department of Revenue
Location: Sangamon County

L. **Department of Central Management Services – Proposed Exemption**

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

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-70-000-01-02
Bureau/Division: Chief Administrative Officer/General Counsel's Office
Incumbent: Vacant
Supervisor: Chief Administrative Officer and General Counsel
Location: Cook County

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

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

- 1) The Deputy Chief Administrative Officer reports to the Chief Administrative Officer and General Counsel (CAO & GC) who exercises full line authority under the Director and is responsible for performing duties clearly distinct and separate from other Deputy Directors and statutorily appointed Assistant Directors.
- 2) The Deputy Chief Administrative Officer performs policy-making, project managing, spokesperson, facilitative and review functions for all key strategic objectives for the CAO & GC's organization within CMS including the General Counsel's Office, Office of Labor Relations, Illinois Office of Internal Audits, Illinois Office of Communication and Information, Office of Governmental Affairs, Information Strategy, and the Bureau of Personnel which fixes objectives and state principles to control action toward operating objectives of multiple Bureaus, Offices and Divisions within CMS and impacting all agencies, boards and commissions under the jurisdiction of the Governor.
- 3) The Deputy Chief Administrative Officer possesses significant authority when acting in the capacity of the Chief Administrative Officer and General Counsel to bind the agency to courses of action and to commit and reallocate agency resources on issues in the course of serving as representative on behalf of the CAO & GC in agency meetings involving high level policy and administrative decisions subject to review by the CAO & GC; also serves as spokesperson for the CAO & GC to all agencies, boards and commissions and other concerned parties explaining and interpreting CMS programs and services.
- 4) This position manages efforts of all Bureaus, Offices and Divisions in the CAO & GC's organization in the development, implementation and monitoring of all key strategic objectives which involves the planning and programming of departmental activities and integrating the plans and projections of related organizational entities and the scheduling of projected work programs for those entities which impact all agencies, boards and commissions under the jurisdiction of the Governor.

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

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Dawn DeFraties in the Bureau of Personnel at 524-8773.

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: 40070-37-70-000-01-02
Bureau/Division: Chief Administrative Officer/General Counsel's Office
Incumbent: Vacant
Supervisor: Chief Administrative Officer and General Counsel
Location: Cook County

M. Department of Central Management Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title Senior Public Service Administrator
Position Number 40070-37-80-200-00-01
Bureau / Division Illinois Office of Communication and Information/
Statewide Electronic Media Services
Incumbent Vacant
Supervisor Deputy Director of the Illinois Office of
Communication and Information
Location Sangamon County

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

- 1) The Manager of Statewide Electronic Media Services reports to the Deputy Director of the Illinois Office of Communication and Information (IOCI) who exercises full line authority under the Director and is responsible for performing duties clearly distinct and separate from other Deputy Directors and statutorily appointed Assistant Directors.
- 2) The Manager of Statewide Electronic Media Services performs statewide multi-agency policy development, planning, implementation and administration functions

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

for all electronic media services and operations and serves as the chief producer of statewide electronic media services as called for by Executive Order Number 2 – Executive Order to Reorganize Agencies by the Transfer of Certain Media Relations Functions to the Department of Central Management Services including; serves as an expert authority in collaboration with the Deputy Director of IOCI, senior managers of all client agencies and the Governor’s Press Office in the development and implementation of statewide policies, procedures and guidelines associated with electronic media services operations including, but not limited to, development and implementation of statewide standardized polices for all client agencies’ Internet websites, intranets and the Illinois Enterprise Web, insuring convergence towards statewide standardization of information technology, communications systems and technology platforms for all client agencies’ Internet websites and services in keeping with guidance from the Information Technology Governance Council and the development and implementation of standardized statewide security policies and protocols for Internet, intranet and Enterprise Web mediums which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies.

- 3) This position serves as official agency representative on behalf of the IOCI on electronic media services including components of marketing and event support to major state health care, educational, public safety and economic development initiatives including, but not limited to, the RX Buying Club, the KidCare/Family are programs and the Equal Pay Act coordinating with all client agencies, the Governor’s Press Office and the media in managing statewide multi-agency electronic media projects impacting multiple agencies and in the course of these duties is responsible for planning and programming of departmental activities, integrating the plans and projections of a number of related governmental divisions, client agencies and electronic media entities including content and distribution functions and the planning and scheduling of multi-agency work programs associated with electronic media services.

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

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

END OF COPY

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

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

Position Title	Senior Public Service Administrator
Position Number	40070-37-80-200-00-01
Bureau / Division	Illinois Office of Communication and Information / Statewide Electronic Media Services
Incumbent	Vacant
Supervisor	Deputy Director of the Illinois Office of Communication and Information
Location	Sangamon County

N. Department of Central Management Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-80-300-00-01
Bureau/Division:	Office of Communication and Information/Statewide Publications, Editorial and Design Services
Incumbent:	Vacant
Supervisor:	Deputy Director of the Illinois Office of Communication and Information
Location:	Sangamon County

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

- 1) The Manager of Statewide Publications, Editorial and Design Services reports to the Deputy Director of the Illinois Office of Communication and Information (IOCI) who exercises full line authority under the Director and is responsible for performing duties clearly distinct and separate from other Deputy Directors and statutorily appointed Assistant Directors.
- 2) The Manager of Statewide Publications, Editorial and Design Services performs statewide multi-agency policy development, planning, implementation and

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

administration functions for all publications, editorial and design services and operations and serves as the chief publications editor as called for by Executive Order Number 2 – Executive Order to Reorganize Agencies by the Transfer of Certain Media Relations Functions to the Department of Central Management Services including; serves as an expert authority in collaboration with the Deputy Director of IOCI, senior managers of all client agencies and the Governor’s Press Office in the development and implementation of statewide policies, procedures and guidelines associated with publications, editorial and design services operations including, but not limited to, managing the development, editing and design of all publications to unify and coordinate the explanation and interpretation of new and revised missions, initiatives and current events for all agencies, boards and commissions to foster support and enhance the effectiveness of understanding, standardization and integration of intent to all concerned parties which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies.

- 3) This position serves as official agency representative on behalf of the IOCI on publications marketing, distribution plans for publications, editorial and design services to all client agencies, the Governor’s Press Office and the media in the development and management of publications, editorial and design services frequently involving issues of a highly confidential and sensitive nature; manages CMS and client agency staff in collaborative projects impacting multiple agencies and in the course of these duties is responsible for planning and programming of departmental activities including work with stakeholder organizations on statewide initiatives including, but not limited to, the RX Buying Club, the KidCare/FamilyCare programs and the Equal Pay Act integrating the plans and projections of a number of related governmental divisions, client agencies and media entities and the planning and scheduling of multi-agency work programs associated with media services.

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

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

END OF COPY

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

October 21, 2004

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-300-00-01
Bureau/Division: Office of Communication and Information/Statewide Publications, Editorial and Design Services
Incumbent: Vacant
Supervisor: Deputy Director of the Illinois Office of Communication and Information
Location: Sangamon County

O. Department of Central Management Services – Proposed Exemption

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

COPY

Dear Chairman Kolker:

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

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-100-00-01
Bureau/Division: Illinois Office of Communication and Information/
Statewide Visual Media Services
Incumbent: Vacant
Supervisor: Dep. Director-Office of Communication and Information
Location: Cook County

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

- 1) The Manager of Statewide Visual Media Services reports to the Deputy Director of the Illinois Office of Communication and Information (IOCI) who exercises full line authority under the Director and is responsible for performing duties clearly distinct and separate from other Deputy Directors and statutorily appointed Assistant Directors.
- 2) The Manager of Statewide Visual Media Services performs statewide multi-agency policy development, planning, implementation and administration functions for all visual media and event services and operations and serves as the chief producer of statewide visual media services as called for by Executive Order Number 2 – Executive Order to Reorganize Agencies by the Transfer of Certain Media Relations Functions to the Department of Central Management Services including; serves as an expert authority in collaboration with the Deputy Director of IOCI,

October 21, 2004

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

senior managers of all client agencies and the Governor's Press Office in the development and implementation of statewide policies, procedures and guidelines associated with visual media and event services operations including, but not limited to, event planning, marketing support and video production for all client agencies which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies.

- 3) This position serves as official agency representative on behalf of the IOCI on visual media services and events services to all client agencies, the Governor's Press Office and the media in the development and management of visual media and event services frequently involving issues of a highly confidential and sensitive nature; manages CMS and client agency staff in collaborative projects impacting multiple agencies and in the course of these duties is responsible for planning and programming of departmental activities, integrating the plans and projections of a number of related governmental divisions, client agencies and media entities and the planning and scheduling of multi-agency work programs associated with media services

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

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

END OF COPY

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

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-80-100-00-01
Bureau/Division:	Illinois Office of Communication and Information/ Statewide Visual Media Services
Incumbent:	Vacant
Supervisor:	Dep. Director-Office of Communication and Information
Location:	Cook County

October 21, 2004

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. 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, 2004.

	<u>8/31/04</u>	<u>9/30/04</u>
Agriculture	9	8
Central Management Services	9	9
Children & Family Services	3	3
Comm. & Econ. Opportunity	1	2
Emergency Management Agency	1	1
Environmental Protection	1	1
Historic Preservation	33	20
Natural Resources	40	26
Prisoner Review Board	0	1
Public Aid	3	3
State Retirement Systems	0	1
Transportation	3	3
Totals	102	78

October 21, 2004

VIII. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

• **DISCHARGE**

DA-70-04

Respondent	James H. Adams	Appeal Date	11/17/03
Agency	IDOT	Decision Date	
Type of Appeal	Discharge	ALJ	Leonard Sacks
Charge	Disruptive Conduct; Conduct Unbecoming; Violence In The Workplace.	Recommended Decision	*Recommend Decision To Be Forthcoming (Prior To 10/21/04 CSC Mtg.)

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

IX. APPEALS TERMINATED WITHOUT DECISION

• **DISMISSAL**

DA-11-05

Respondent	John Meszaros	Appeal Date	8/03/04
Agency	Public Aid	Decision Date	9/28/04
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge	Inappropriate Behavior; Failure to Follow Supervisory Instructions; Unsatisfactory Work Performance; Misuse/Theft of State Property; Conduct Unbecoming.	Recommended Decision	Joint Stipulation To Dismiss; Settlement Agreement Reached.

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

IX. APPEALS TERMINATED WITHOUT DECISION (Continued)

- **DISMISSAL**

DA-92-04

Respondent	Rebecca A. Gottstein	Appeal Date	4/22/04
Agency	Department of Revenue	Decision Date	10/6/04
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge	Conduct Unbecoming; Making False Statements.	Recommended Decision	Settlement Agreement; Motion To Withdraw Appeal Granted By ALJ.

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

- **DISMISSAL**

RV-83-04

Petitioner	Harry Hitchcock	Appeal Date	2/16/04
Agency	DOC	Decision Date	9/22/04
Type of Appeal	Rule Violation	ALJ	Andrew Barris
Charge	Denial of Promotion	Recommended Decision	No Violation of Rules Found BY ALJ.

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

October 21, 2004

X. MEETING SCHEDULE FOR 2005

WILL THE COMMISSION APPROVE THE FOLLOWING AS ITS MEETING SCHEDULE FOR 2005?

January 20, 2005	Chicago		July 21, 2005	Chicago
February 17, 2005	Chicago		August 18, 2005	Chicago
March 17, 2005	Chicago		September 15, 2005	Chicago
April 21, 2005	Chicago		October 20, 2005	Chicago
May 18, 2005	Springfield		November 17, 2005	Springfield
June 16, 2005	Chicago		December 15, 2005	Chicago

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, November 18, 2004 at 10:30 a.m. in the Commission's Springfield Office.

XIII. MOTION TO ADJOURN