

September 20, 2007

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
SEPTEMBER 20, 2007

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

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD AUGUST 16, 2007

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD AUGUST 16, 2007?

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	151.....	9
Agriculture	574.....	17
Arts Council.....	22.....	2
Capitol Development Board	32.....	0
Central Management Services	1,594.....	112
Children and Family Services.....	3,248.....	41
Civil Service Commission	4.....	0
Commerce & Economic Opportunity	411.....	65
Commerce Commission.....	52.....	0
Corrections.....	12,122.....	104
Criminal Justice Authority	58.....	6
Deaf and Hard of Hearing Comm.	7.....	1
Developmental Disabilities Council	10.....	1
Emergency Management Agency	105.....	1
Employment Security.....	1,669.....	25
Environmental Protection Agency	1,032.....	19
Financial & Professional Regulation	781.....	50
Guardianship and Advocacy	111.....	7
Healthcare and Family Services.....	2,390.....	29
Historic Preservation Agency	369.....	12
Human Rights Commission	9.....	2
Human Rights Department	156.....	8
Human Services	14,677.....	67
Investment Board.....	3.....	2
Juvenile Justice	1,255.....	18
Labor.....	75.....	8
Labor Relations Board Educational	12.....	2
Labor Relations Board Local.....	1.....	0
Labor Relations Board State	19.....	2
Law Enforcement Training & Standards Bd.....	20.....	1
Medical District Commission	2.....	0
Military Affairs	140.....	3
Natural Resources	1,678.....	27
Pollution Control Board.....	23.....	3
Prisoner Review Board	22.....	0
Property Tax Appeal Board	23.....	2
Public Health.....	1,097.....	35
Revenue	2,060.....	63
State Fire Marshal	156.....	12
State Police	1,473.....	6
State Police Merit Board.....	5.....	1
State Retirement Systems	80.....	1
Transportation.....	2,727.....	1
Veterans' Affairs.....	1,135.....	5
Workers' Compensation Commission	169.....	11
TOTALS	51,759.....	781

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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**C1. Illinois Department of Corrections – Proposed Exemption
(continued from August 16, 2007)**

Position Number	40070-29-40-210-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Public Safety Shared Services Center
Functional Title	Assistant Deputy Director of Human Resources, Functional Processes
Incumbent	None
Supervisor	Deputy Director of Human Resources, Public Safety Shared Services Center (who reports to the Director of Public Safety Shared Services Center, who in turn reports to the Governor)
Location	Sangamon County

**C2. Illinois Department of Corrections – Proposed Exemption
(continued from August 16, 2007)**

Position Number	40070-29-40-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Public Safety Shared Services Center
Functional Title	Assistant Deputy Director of Human Resources, Strategic Processes
Incumbent	None
Supervisor	Deputy Director of Human Resources, Public Safety Shared Services Center (who reports to the Director of Public Safety Shared Services Center, who in turn reports to the Governor)
Location	Sangamon County

**C3. Illinois Department of Corrections – Proposed Exemption
(continued from August 16, 2007)**

Position Number	40070-29-40-420-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Public Safety Shared Services Center
Functional Title	Risk Assessment Project Manager
Incumbent	None
Supervisor	Deputy Director of Projects, Public Safety Shared Services Center (who reports to the Director of Public Safety Shared Services Center, who in turn reports to the Governor)
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

D. Illinois Dept. of Financial and Professional Regulation – Proposed Exemption (continued from August 16, 2007)

Position Number	40070-13-00-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Secretary’s Office
Functional Title	Chief Liaison for Human Resources
Incumbent	None
Supervisor	Secretary
Location	Cook County

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

E. Illinois Department of Revenue – Proposed Exemption (continued from August 16, 2007)

Position Number	40070-25-12-210-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative & Regulatory Shared Services Center
Functional Title	Assistant Human Resources Director, Strategic Processes
Incumbent	None
Supervisor	Human Resources Director of the Administrative & Regulatory Shared Services Center (who reports to the Director of the Administrative & Regulatory Shared Services Center, who in turn reports to the Governor)
Location	Sangamon County

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

**F. Illinois Department of Revenue – Proposed Exemption
(continued from August 16, 2007)**

Position Number	40070-25-12-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administrative & Regulatory Shared Services Center
Functional Title	Assistant Human Resources Director, Functional Processes
Incumbent	None
Supervisor	Human Resources Director of the Administrative & Regulatory Shared Services Center (who reports to the Director of the Administrative & Regulatory Shared Services Center, who in turn reports to the Governor)
Location	Sangamon County

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

**G. Illinois Department of Children & Family Services – Proposed Exemption
(continued from August 16, 2007)**

Position Number	37015-16-05-400-00-01
Position Title	Public Service Administrator
Bureau/Division	Affirmative Action
Functional Title	Chief of Asian-American Services
Incumbent	None
Supervisor	Affirmative Action Chief who reports to the Director
Location	Cook County

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

**H. Illinois Department of Children & Family Services – Proposed Exemption
(continued from August 16, 2007)**

Position Number	37015-16-05-500-00-01
Position Title	Public Service Administrator
Bureau/Division	Affirmative Action
Functional Title	Chief of Disability Services
Incumbent	None
Supervisor	Affirmative Action Chief who reports to the Director
Location	Cook County

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

I. Illinois Department of Children & Family Services – Proposed Exemption (continued from August 16, 2007)

Position Number	40070-16-03-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Legal Services
Functional Title	Deputy General Counsel for Downstate Legal Services
Incumbent	Dixie L. Peterson
Supervisor	General Counsel who reports to the Director
Location	Cook County

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

J. Illinois Dept. of Financial and Professional Regulation – Proposed Exemption (continued from August 16, 2007)

Position Number	40070-13-40-940-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Professional Regulation
Functional Title	Director of Real Estate Investigations
Incumbent	None
Supervisor	Statewide Enforcement who reports to the Director, who in turn reports to the Secretary
Location	Cook County

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

K. Illinois Dept. of Commerce and Economic Opportunity – Proposed Exemption

Position Number	40070-42-00-800-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Chief Accountability Officer
Incumbent	None
Supervisor	Director
Location	Sangamon County

CMS Recommendation: “This position meets the reporting criteria of the Commission Rules and considering the similarity of this position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

L1. Illinois Department of Corrections – Proposed Exemption

Position Number	40070-29-01-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Administration
Functional Title	Director of Staff Development & Training
Incumbent	None
Supervisor	Chief of Staff, who reports to the Director
Location	Sangamon County

L2. Illinois Department of Corrections – Proposed Exemption

Position Number	26405-29-02-700-00-01
Position Title	Medical Administrator IV
Bureau/Division	Support Services
Functional Title	Chief of Medical Services
Incumbent	None
Supervisor	Deputy Director of Support Services, who reports to the Director
Location	Cook County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

M. Illinois Department of Children & Family Services – Proposed Exemption

Position Number	40070-16-08-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Division of Quality Assurance
Functional Title	Deputy Director, Division of Quality Assurance
Incumbent	None
Supervisor	Director
Location	Cook County

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

N. Illinois Emergency Management Agency – Proposed Exemption

Position Number	40070-50-17-300-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Disaster Assistance & Preparedness
Functional Title	Bureau Chief, Disaster Assistance & Preparedness
Incumbent	David L. Smith
Supervisor	Director
Location	Sangamon County

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

O. Illinois Department of Employment Security – Proposed Exemption

Position Number	40070-44-09-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Economic Information & Analysis
Functional Title	Manager of Economic Information & Analysis
Incumbent	None
Supervisor	Director
Location	Cook County

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

P. Illinois Department of Public Health – Proposed Exemption

Position Number	40070-20-02-300-00-81
Position Title	Senior Public Service Administrator
Bureau/Division	Division of Legal Services
Functional Title	Deputy Chief Counsel
Incumbent	None
Supervisor	Chief Counsel, who reports to Director
Location	Cook County

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

Q. Illinois Department of Veterans' Affairs – Proposed Exemption

Position Number	40070-34-00-700-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Homeless & Disabled Veterans' Program
Functional Title	Program Director
Incumbent	None
Supervisor	Director
Location	Kankakee County

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

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

- Item C1: Assistant Deputy Director of Human Resources (Functional)**
- Item C2: Assistant Deputy Director of Human Resources (Strategic)**
- Item C3: Risk Assessment Project Manager for Shared Services Center**
- Item D: Chief Liaison for Human Resources**
- Item E: Assistant Human Resources Director, Strategic Processes**
- Item F: Assistant Human Resources Director, Functional Processes**
- Item G: Chief of Asian-American Services**
- Item H: Chief of Disability Services**
- Item I: Deputy General Counsel for Downstate Legal Services**
- Item J: Director of Real Estate Investigations**
- Item K: Chief Accountability Officer**
- Item L1: Director of Staff Development & Training**
- Item L2: Chief of Medical Services**
- Item M: Deputy Director, Division of Quality Assurance**
- Item N: Bureau Chief, Disaster Assistance & Preparedness**
- Item O: Manager of Economic Information & Analysis**
- Item P: Deputy Chief Counsel**
- Item Q: Program Director for the Homeless & Disabled Veterans' Program**

September 20, 2007

V. CLASS SPECIFICATIONS

The Director of Central Management Services has submitted the following class title for revision:

A. Position Title

Mental Health Administrator Trainee (revise)

Classification Analysis

“Representatives from the Department of Human Services (DHS) wish to revise the training program for the Mental Health Administrator Trainee and shorten the training period from the current six to twelve months, to four to nine months. Developmental Disabilities is the only office/bureau in DHS using this title and they want to make the positions agency select. They are in the process of revising the trainee program.”

WILL THE COMMISSION APPROVE THE REVISION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE OCTOBER 1, 2007?

- **Item A: Mental Health Administrator Trainee**

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

VI. MOTION TO GO INTO EXECUTIVE SESSION

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

VII. RECONVENE MEETING

VIII. 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 Appointment Reports.

Agency	7/31/07	8/31/07	8/31/06
Agriculture	8	8	6
Arts Council	1	0	1
Central Management Services	7	9	4
Children and Family Services	9	7	5
Commerce and Economic Opportunity	0	0	1
Financial and Professional Regulation	0	0	2
Healthcare and Family Services	16	15	6
Historic Preservation	24	22	18
Human Services	4	4	2
Natural Resources	34	29	34
State Police	0	0	1
Transportation	69	67	78
Workers' Compensation Commission	0	1	0
Totals	172	162	158

IX. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• **RULE VIOLATION APPEAL**

RV-42-06

Petitioner	ISEA, Local 2002	Appeal Date	5/01/06
Agency	CMS	Decision Date	8/29/07
Type	Rule Violation	ALJ	Daniel Stralka
Charge(s)	Qualifying merit compensation employees did not receive annual merit increases in accordance with past practice; failure to do so violated the Personnel Code, Personnel Rules and Pay Play	Proposed Finding	No violations of Personnel Code, Personnel Rules or Pay Plan have been proven.

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSED FINDING IN THE ABOVE MATTER?

X. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

• **WITHDRAWN**

DA-10-07

Employee	Lanette Silas	Appeal Date	10/18/06
Agency	HFS	Decision Date	08/22/07
Type	Discharge	ALJ	Daniel Stralka
Charge(s)	Workplace violence; conduct unbecoming a state employee	Recommended Decision	Dismissed subject to Commission approval; withdrawn (settled).

XI. STAFF REPORT

XII. REVIEW OF EXECUTIVE SESSION MINUTES PURSUANT TO OPEN MEETINGS ACT

AFTER REVIEW OF THE EXECUTIVE SESSION MINUTES PURSUANT TO THE OPEN MEETINGS ACT, WILL THE COMMISSION AGREE THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS?

September 20, 2007

XIII. MEETING SCHEDULE FOR 2008

WILL THE COMMISSION APPROVE THE FOLLOWING AS ITS MEETING SCHEDULE FOR 2008?

January 17, 2008	Chicago	July 17, 2008	Chicago
February 21, 2008	Chicago	August 21, 2008	Chicago
March 20, 2008	Chicago	September 18, 2008	Chicago
April 17, 2008	Chicago	October 16, 2008	Chicago
May 15, 2008	Springfield	November 20, 2008	Springfield
June 19, 2008	Chicago	December 18, 2008	Chicago

XIV. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting is to be held on Thursday, October 18, 2007 at 9:00 a.m. in the Commission's Chicago office.

XV. MOTION TO ADJOURN