

March 17, 2005

MINUTES  
ILLINOIS CIVIL SERVICE COMMISSION  
March 17, 2005

I. OPENING OF MEETING AT 9:18 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Chris Kolker, Chairman; George E. Richards, Raymond W. Ewell, Barbara J. Peterson and Betty Bukraba, Commissioners; Daniel Stralka and Andrew Barris of the Commission staff; Richard Walsh and John Rowland, Department of Revenue; and Mark Thompson and Wayne R. Serbon.

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD FEBRUARY 17, 2005

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 17, 2005.**

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 .....	157	6
Agriculture .....	486	17
Arts Council.....	22	1
Banks & Real Estate .....	1	0
Capitol Development Board .....	16	0
Central Management Services .....	1328	115
Children and Family Services.....	3433	40
Civil Service Commission .....	4	0
Commerce & Econ. Opportunity .....	460	58
Commerce Commission.....	56	0
Corrections.....	14,298	116
Criminal Justice Authority .....	80	5
Deaf and Hard of Hearing Comm. ....	7	1
Developmental Disabilities Council .....	10	1
Elections Board.....	56	1
Emergency Management Agency .....	112	2
Employment Security.....	1911	25
Environmental Protect. Agency .....	1114	17
Fin. & Prof. Regulation.....	814	34
Guardianship and Advocacy .....	109	6
Historic Preservation Agency .....	213	8
Human Rights Commission .....	11	2
Human Rights Department .....	135	7
Human Services .....	15,348	60
Investment Board.....	3	1
Labor.....	76	7
Labor Relations Board Educational .....	17	2
Labor Relations Board Local .....	1	0
Labor Relations Board State .....	18	2
Law Enforce. Trng. & Standard Bd. ....	24	1
Medical District Comm.....	2	0
Military Affairs .....	145	3
Natural Resources .....	1437	28
Pollution Control Board.....	25	3
Prisoner Review Board .....	22	0
Property Tax Appeal Board .....	22	2
Public Aid .....	2283	23
Public Health.....	1142	28
Revenue .....	2056	57
State Fire Marshal .....	134	7
State Police .....	1508	5
State Police Merit Board.....	5	1
State Retirement Systems .....	84	1
Transportation.....	4,324	1
Veterans Affairs.....	1175	2
Workers Compensation Comm.....	170	7
<b>TOTALS .....</b>	<b>54,854</b>	<b>703</b>

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.
  - 4. 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.
  - 5. 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)

Regarding Items C-E, the staff recommended a final continuance upon the request of CMS so it could provide information regarding the potential overlap with pre-existing 4d(3) exempt positions at CMS in addition to addressing issues regarding the reporting requirement. Assistant Executive Director Andrew Barris stated that a meeting with Larry Plummer and Bruce Washington of CMS had been set for April 12, 2005 at 2:00 p.m. as a last attempt to address these concerns.

Regarding Item H, the staff recommended continuing the position until the next meeting in order for the staff to speak with Paul Campbell at CMS regarding the relationship between the proposed position and the current related positions at other agencies.

Regarding Item I, the staff recommended against exemption. In addition to CMS' recommendation against exemption, the staff investigation reflected that the position did not meet the requirements of Rule 11.

Regarding Item K, Barris and Executive Director Daniel Stralka informed the Commissioners that they spoke with Theresa Bietsch at the Department of Public Aid regarding the proposed position. The staff had questions regarding the policy-making responsibilities of the position and the position's Information Technology (IT) responsibilities. Bietsch informed the staff that the position had principle policy-making responsibility for the security measures, which would be needed to maintain client confidentiality while complying with extensive federal HIPAA guidelines. Bietsch stated that HIPAA required automated compliance but a policy needed to be established and maintained in providing the automated data while insuring that the information contained within the database regarding DPA clients would always be protected. Affected DPA clients constitute 80% of its service base, so this policy has a significant client impact. For these reasons, the staff recommended exemption.

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

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO CONTINUE, DENY OR APPROVE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS IN ACCORDANCE WITH STAFF RECOMMENDATION.**

C. Requests for 4d(3) Exemption Continued by the Commission

**The following 4d(3) requests for exemption were continued at the March 17, 2005 meeting until the April 21, 2005 meeting:**

Agency: Central Management Services  
Position Title: Senior Public Service Administrator  
Position Number: 40070-37-62-400-00-01  
Bureau/Division: Bureau of Property Management/Transactions & Property  
Incumbent: Vacant  
Supervisor: Manager of Transactions and Property Administration  
Location: Cook County

Agency: Central Management Services  
Position Title: Senior Public Service Administrator  
Position Number: 40070-37-62-300-00-01  
Bureau/Division: Bureau of Property Management/Transactions & Property  
Administration-Central and Southern Regions  
Incumbent: Vacant  
Supervisor: Manager of Transactions and Property Administration  
Location: Sangamon County

Agency: Central Management Services  
Position Title: Senior Public Service Administrator  
Position Number: 40070-37-62-200-00-01  
Bureau/Division: Bureau Of Property Management/Transactions Property  
Administration-Chicago and Northern Regions  
Incumbent: Vacant  
Supervisor: Manager of Transactions and Property Administration  
Location: Cook County

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

Agency: Department of Financial and Professional Regulation  
Position Title: Senior Public Service Administrator  
Position Number: 40070-13-02-200-00-01  
Division: Purchasing Officer  
Incumbent: Vacant  
Supervisor: Manager/Transactions and Property Administration  
Location: Cook County

D. Request for 4d(3) Exemption Denied by the Commission

The following 4d(3) request for exemption was denied at the March 17, 2005 meeting:

Agency: Department of Financial and Professional Regulation  
Position Title: Senior Public Service Administrator  
Position Number: 40070-13-10-403-00-01  
Division: Thrifts Division Spokesperson  
Incumbent: Vacant  
Supervisor: SPSA (40070-13-10-400-00-01)  
Location: Cook County

E. Requests for 4d(3) Exemption Approved by the Commission

The following 4d(3) requests for exemption were approved at the March 17, 2005 meeting:

Agency: Department of Employment Security  
Position Title: Senior Public Service Administrator  
Position Number: 40070-44-07-000-00-01  
Division: Office of Legal Counsel  
Incumbent: Joseph P. Mueller  
Supervisor: Director  
Location: Sangamon County

Agency: Environmental Protection Agency  
Position Title: Senior Public Service Administrator  
Position Number: 40070-46-14-000-00-01  
Division: Bureau of Water Chief  
Incumbent: Marcia Willhite  
Supervisor: Deputy Director  
Location: Sangamon County

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

Agency: Illinois State Police  
Position Title: Senior Public Service Administrator  
Position Number: 40070-21-12-000-00-01  
Division: Administration  
Incumbent: Vacant  
Supervisor: Deputy Director of Administration  
Location: Sangamon County

Agency: Department of Public Aid  
Position Title: Senior Public Service Administrator  
Position Number: 40070-33-00-000-20-22  
Division: Computer Security Policy/HIPAA  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

Agency: Department of Veterans' Affairs  
Position Title: Senior Public Service Administrator  
Position Number: 40070-34-00-300-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

V. MOTION TO GO INTO EXECUTIVE SESSION

**IT WAS MOVED BY COMMISSIONER PETERSON SECONDED BY COMMISSIONER RICHARDS AND THE MOTION UNANIMOUSLY ADOPTED TO HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION.**

VI. RECONVENE MEETING

Upon due and proper notice the regular meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Suite S-901, Chicago, Illinois.

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VI. RECONVENE MEETING (continued)

PRESENT

Chris Kolker, Chairman; George E. Richards, Raymond W. Ewell, Barbara J. Peterson and Betty Bukraba, Commissioners; Daniel Stralka and Andrew Barris of the Commission staff; Richard Walsh and John Rowland, Department of Revenue; and Mark Thompson and Wayne R. Serbon.

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 February 28, 2005.

	<u>1/31/05</u>	<u>2/28/05</u>
Central Management Services	4	3
Children & Family Services	1	6
Comm. & Econ. Opportunity	5	4
Employment Security	1	1
Human Services	5	5
Labor	0	1
Natural Resources	6	1
Property Tax Appeal Board	0	1
Public Aid	8	9
Public Health	1	0
Revenue	1	1
State Fire Marshal	1	0
State Retirement Systems	0	1
Transportation	<u>8</u>	<u>12</u>
Totals	41	45

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

- **DISCHARGE (On Remand)**

**DA-38-01**

Respondent	Elizabeth Terrell	Appeal Date	2/13/01
Agency	DHS	Decision Date	8/08/02; 12/18/03
Type of Appeal	Discharge	ALJ	Leonard Sacks
Charge(s)	Recipient Abuse.	Recommended Decision	Charges Not Proven; ALJ Recommends Respondent be Reinstated.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER PETERSON AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO AFFIRM THE DETAILED FINDINGS OF FACT AND LAW IN SUPPORT OF THE COMMISSION'S DECEMBER 18, 2003 DECISION THAT THE RESPONDENT, ELIZABETH TERRELL, BE DISCHARGED FROM HER POSITION OF MENTAL HEALTH TECHNICIAN II WITH THE DEPARTMENT OF HUMAN SERVICES, STATE OF ILLINOIS. CHAIRMAN KOLKER ABSTAINED.**

- **DISCHARGE (On Remand)**

**DA-91-04**

Respondent	Alvin Bond	Appeal Date	4/16/05
Agency	DOT	Decision Date	3/2/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Absent Without Approved Leave.	Recommended Decision	Charges Partially Proven; Discharge Upheld.

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO REJECT THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION (ON REMAND) AND REMAND IT TO THE ADMINISTRATIVE LAW JUDGE FOR THE PURPOSE OF FURTHER PROCEEDINGS AND THE TAKING OF ADDITIONAL EVIDENCE.**

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **DISCHARGE (On Remand)**

**DA-60-04**

Respondent	Oyindamola Omole	Appeal Date	9/20/03
Agency	DHS	Decision Date	2/8/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Neglect.	Recommended Decision	Charges Partially Proven; Discharge Upheld.

**IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION (ON REMAND) THAT THE RESPONDENT, OYINDAMOLA OMOLE, BE DISCHARGED FROM HER POSITION OF REGISTERED NURSE I WITH THE DEPARTMENT OF HUMAN SERVICES, STATE OF ILLINOIS.**

- **DISCHARGE**

**DA-94-04**

Respondent	Patricia L. Hammonds	Appeal Date	5/10/04
Agency	DCFS	Decision Date	3/08/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Conduct Unbecoming A State Employee; Retaliation.	Recommended Decision	Charges Partially Proven; 30-Day Suspension in Lieu of Discharge.

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER RICHARDS AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE RECOMMENDED DECISION THAT THE APPEAL OF THE RESPONDENT BE UPHELD AND SUBSTITUTE A 90-DAY SUSPENSION IN LIEU OF THE 30-DAY SUSPENSION OF THE RESPONDENT, PATRICIA L. HAMMONDS.**

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **DISMISSAL**

**DA-41-05**

Respondent	Erik Cozzolino	Appeal Date	1/21/05
Agency	DOC	Decision Date	2/15/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Non-Certified Employee.	Recommended Decision	Appeal Withdrawn; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE APPEAL OF THE RESPONDENT, ERIK COZZOLINO, BE DISMISSED.**

- **RULE VIOLATION (On Remand)**

**RV-01-02**

Petitioner	Mark Thompson	Appeal Date	7/02/01
Agency	IDPR	Decision Date	2/23/05
Type of Appeal	Rule Violation	ALJ	Andrew Barris
Charge(s)	Politically Motivated Geographical Transfer.	Recommended Decision	ALJ Finds Transfer was Politically Motivated.

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED FINDING IN RESPONSE TO THE ORDER OF THE CIRCUIT COURT DATED JUNE 27, 2003, THAT THE PETITIONER'S GEOGRAPHICAL TRANSFER TO SPRINGFIELD AND INTRAGENCY TRANSFER TO THE POSITION OF CHIEF OF ENFORCEMENT ADMINISTRATION WAS POLITICALLY MOTIVATED AND THE INTRAGENCY TRANSFER TO DEPUTY GENERAL COUNSEL WAS NOT POLITICALLY MOTIVATED.**

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **DISMISSAL**

**DA-11-05**

Respondent	Vincent Smith	Appeal Date	7/23/04
Agency	IIC*	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Writing Inappropriate Threatening Statements.	Recommended Decision	Failure To Appear; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE RESPONDENT'S FAILURE TO APPEAR BY ORDER OF THE COMMISSION CONSTITUTES A DEFAULT RESULTING IN THE DISMISSAL OF THE APPEAL OF THE RESPONDENT, VINCENT SMITH.**

\*Now known as Illinois Workers Compensation Commission.

- **DISMISSAL**

**DA-38-05**

Respondent	Teresa Montgomery	Appeal Date	12/27/04
Agency	DPA	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Absenteeism.	Recommended Decision	Failure To Appear; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE RESPONDENT'S FAILURE TO APPEAR BY ORDER OF THE COMMISSION CONSTITUTES A DEFAULT RESULTING IN THE DISMISSAL OF THE APPEAL OF THE RESPONDENT, TERESA MONTGOMERY.**

IX. APPEALS TERMINATED WITHOUT DECISION

- **DISMISSAL**

**DA-89-04**

Respondent	Helene G. Schaefer	Appeal Date	3/23/04
Agency	DCFS	Decision Date	2/15/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Breach of Confidentiality; Failure to Perform Supervisory Duties.	Recommended Decision	Settlement; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE APPEAL OF THE RESPONDENT, HELENE G. SCHAEFER, BE DISMISSED.**

- **DISMISSAL**

**DA-12-05**

Respondent	Audrey J. Edwards	Appeal Date	7/29/04
Agency	IDFPR	Decision Date	3/01/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Disorderly Conduct-Fighting on State Property.	Recommended Decision	Joint Stipulation To Dismiss; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE APPEAL OF THE RESPONDENT, AUDREY J. EDWARDS, BE DISMISSED.**

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IX. APPEALS TERMINATED WITHOUT DECISION (continued)

• **DISMISSAL**

**DA-55-05**

Respondent	Maurice Randle	Appeal Date	2/9/05
Agency	DHS	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Conduct Unbecoming; Unauthorized Absence.	Recommended Decision	Appeal Withdrawn; ALJ Recommends Dismissal.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S RECOMMENDED DECISION THAT THE APPEAL OF THE RESPONDENT, MAURICE RANDLE, BE DISMISSED.**

X. AMENDMENTS IN CLASS SPECIFICATIONS

A. **The following class title was submitted for establishment by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

New Position

Revenue Computer Audit Specialist

**Recommendation For Commission Action**

Assistant Executive Director Barris informed the Commission that he spoke to John Logsdon regarding a new classification titled Revenue Computer Audit Specialist (RCAS). Logsdon informed Barris that there were no objections from the union regarding the new classification and the new class was necessary to address the skills needed for a senior tax auditor trained in utilizing computer-auditing software. Mr. Walsh and Mr. Rowland, Department of Revenue employees impacted by the amendment, confirmed this information and spoke in support of it.

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE ESTABLISHMENT OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASS TO BE EFFECTIVE APRIL 1, 2005.**

Revenue Computer Audit Specialist

March 17, 2005

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

**B. The following class title was submitted for establishment by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
New Position	Elevator Inspector

**Recommendation For Commission Action**

Assistant Executive Director Barris informed the Commissioners that the new position of Elevator Inspector would consist of two positions - one based in Chicago and the other based in Springfield. Barris stated that if an elevator accident involving more than \$1,000.00 occurred anywhere in the State of Illinois, one of the two Elevator Inspectors would investigate the accident. Commissioner Peterson asked what the qualifications for the position were. Barris stated that the inspectors were required to possess certification as a Qualified Elevator Inspector by the American Society of Mechanical Engineers.

**IT WAS MOVED BY COMMISSIONER RICHARDS SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE ESTABLISHMENT OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASS TO BE EFFECTIVE APRIL 1, 2005.**

Elevator Inspector

**IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER PETERSON AND THE MOTION UNANIMOUSLY ADOPTED TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY.**

XI. STAFF REPORT

- On April 13, 2005 Chairman Kolker and Sandra Guppy will attend a Senate Appropriation Hearing regarding the Commission's FY06 budget.
- Assistant Executive Director Drew Barris has submitted invitations for an unpaid intern to the local universities and hopefully will begin the interview process before the summer.

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XI. STAFF REPORT (continued)

- In accordance with statutory requirements, the Civil Service Commission submitted its Employee Day Care policy on February 25, 2005.
- The Civil Service Commission's proposed legislation to exempt the Executive Director position passed out of the House Committee on State Government Administration on March 9, 2005.
- Sandra Guppy has been attending several training classes such as MONIES.
- The staff is undertaking an initiative to clean up and reorganize the office and past files.
- The motorized lift chair was serviced and is in working order.
- Executive Director Daniel Stralka informed the Commissioners that Jupiter Publishing has yet to return his call regarding their interest in creating a searchable online database of Commission decisions.

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, April 21, 2005 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN

**IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER RICHARDS AND THE MOTION UNANIMOUSLY ADOPTED TO ADJOURN THE MEETING AT 11:03 A.M.**