



**ILLINOIS LAW ENFORCEMENT TRAINING  
AND STANDARDS BOARD**

**MEETING OF THE SPECIAL COMMITTEE ON  
PERSONNEL MATTERS**

**4500 S. 6<sup>th</sup> Street Road, Springfield, IL**

*(Meeting will be conducted via WebEx Video Conferencing due to COVID-19)*

**Friday, July 16, 2021**

**10:00 a.m.**

**A G E N D A**

- I. ROLL CALL – ESTABLISHMENT OF QUORUM**
- II. CHAIRMAN’S REMARKS**
- III. APPROVAL OF MINUTES**
  - July 2, 2021
  - July 6, 2021
- IV. STATUS OF REMAINING “RED DOT” POSITIONS**
  1. Assistant to Legal Counsel – Administrative Assistant (Merit Comp) – submitted to CMS Labor for exclusion from bargaining unit due to confidentiality of work on July 7<sup>th</sup>.
  2. Cert Specialist – Executive I – posted on SuccessFactors, closes July 28<sup>th</sup>
  3. Cert Specialist – Executive II – posted on SuccessFactors, closes July 28<sup>th</sup>
  4. FOIA/Records Officer – Executive II - posted on SuccessFactors, closes July 28<sup>th</sup>
  5. Chief Fiscal Officer – posted on SuccessFactors, closes July 25<sup>th</sup>
  6. Associate Director of Information Services – posted on SuccessFactors, closes July 25<sup>th</sup>
  7. Deputy Director of Training – posted on SuccessFactors, closes July 25<sup>th</sup>
  8. Network Administrator – Information Systems Analyst II – Promotional Applications at Examining since 5/6/21
  9. Field Investigator – Police Training Specialist (Cook County) – External Apps at Examining since 5/6/21 – received notice of grades available on 6/25, but there were several issues identified – examining to review and fix issues & advise when grades have been updated in system.

10. Mandated Training Manager – Public Service Administrator Opt 7 – Posting Closed 6/4/21 – 4 of 22 candidates meet minimum qualifications – Interviews concluded on July 9<sup>th</sup>, currently awaiting compliance review via SuccessFactors
11. Deputy Director of Operations – candidate accepted appointment to begin on August 16<sup>th</sup>

**V. STATUS OF “ORANGE DOT” POSITIONS**

1. Field Investigator – Police Officer III (Lead Worker) CMS-104 next in line for development
2. Hearing Officer/Prosecutor – PSA Opt 8L 4d5 (Lead Worker) CMS-104 next in line for development
3. Cert Specialist – Executive I – posted on SuccessFactors, closes July 28<sup>th</sup>
4. Field Investigator – Police Officer II CMS-104 next in line for development
5. Curriculum Legal Specialist – PSA Opt 8L 4d5 CMS-104 to be developed
6. Accountant/GATA Officer – Exec I – Existing, needs approval of minor updates
7. Internal Tech Support Specialist – ISA III Opt W – CMS-104 to be developed
8. Assistant to HR Manager – Human Resources Associate - CMS-104 to be developed
9. Internal Auditor & Procurement – Exec I CMS-104 to be developed
10. Confidential Secretary – Private Secretary II (4d1 Cook Co.) – Existing, ready to be appointed

**V. RECENT PERSONNEL MATTERS**

**VI. NEXT STEPS**

**VII. NEXT MEETING**

July 30, 2021 – 10:00 a.m.

**VIII. ADJOURNMENT**

*(Motion Needed)*

