



ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

MEETING OF THE SPECIAL COMMITTEE ON PERSONNEL MATTERS

ILETSB Main Office, 4500 S. 6th Street Road, Springfield, IL
(Meeting scheduled via WebEx as it is a subject matter meeting only.)

Thursday, September 23, 2021
9:00 a.m.

A G E N D A

- I. ROLL CALL – ESTABLISHMENT OF QUORUM
- II. CHAIRMAN’S REMARKS
- III. APPROVAL OF MINUTES
 - July 16, 2021
 - August 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 7th – additional work still required to gain approval.
 2. Cert Specialist – Executive I – posting closed on July 28th. 92 applications received. Applications organized & sent to examining on September 17th.
 3. Cert Specialist – Executive II – posting closed on July 28th. 56 applications received. Applications organized & will be sent to examining on September 22nd
 4. FOIA/Records Officer – Executive II - posting closed on July 28th. 54 applications received. Applications organized & will be sent to examining September 22nd.
 5. Deputy Director of Training – posted on SuccessFactors, closed July 25th - Pending Interviews.
 6. Network Administrator – Information Systems Analyst II – No applicants received passing grade when results came back from Examining. Must re-post and start again.
 7. Field Investigator – Police Training Specialist (Cook County) – External Apps at Examining from 5/6/21 – Sent grades back twice due to issues discovered with grading and veteran status. We canceled the interviews we had scheduled to request a final review to ensure everything was in the system correctly. Updates to grades & Vet status changed top candidates –interviews scheduled for last week of September.

8. Mandated Training Manager – Public Service Administrator Opt 7 – Robert “Bob” Crouch scheduled to start on 10/1/21.

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 - Sample 104 language for similar job duties received 8/12/21.
3. Cert Specialist – Executive I – posting closed on July 28th. 92 applications received. Applications organized & sent to examining on September 17th.
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 – Sample 104 language for similar job duties received 8/12/21.
6. Accountant/GATA Officer – Exec I – Existing, job description needs approval of minor updates before posting.
7. Information Systems Analyst – ISA III Opt W – CMS-104 to be developed.
8. Assistant to HR Manager – Human Resources Associate - CMS-104 to be developed - Sample 104 language for similar job duties received 8/12/21.
9. Internal Auditor & Procurement – Exec I CMS-104 to be developed - Sample 104 language for similar job duties received 8/12/21.
10. Confidential Secretary – Private Secretary II (4d1 Cook Co.) – Existing, ready to be posted/appointed when needed.

V. EXECUTIVE DIRECTOR JOB DESCRIPTION UPDATES & PLANS FOR POSTING

VI. NEXT STEPS

VII. NEXT MEETING

Thursday, October 21, 2021 – 9:00 a.m.

VIII. ADJOURNMENT

(Motion Needed)

