**Section 100.5 Definitions**

Allocation: Proper assignment of any position to a class.

Certified Employee: An employee who has successfully completed an appointment and a required probationary period (80 Ill. Adm. Code 500.10).

Chair: Chair of the Merit Commission, appointed by the Comptroller for a 2-year term.

Classification Plan: A position classification plan for all positions subject to the Comptroller Merit Employment Code, based upon similarity of duties performed, responsibilities assigned, and conditions of employment.

Code: The Comptroller Merit Employment Code [15 ILCS 410].

Commission: The Merit Commission, created by the Comptroller Merit Employment Code, *composed of 3 members appointed by the Comptroller, by and with the advice and consent of the Senate. No more than 2 members may be affiliated with the same political party.* [15 ILCS 400/8]

Department: An organizational entity directly subordinate to the Comptroller or Deputy Comptroller.

Director: Director of the Comptroller's Department of Personnel.

Geographic Transfer: Transfer from one geographical location in the State to another.

Hearings Officer: A qualified person designated by the Merit Commission to preside over hearings.

Incumbent: The person currently holding a position.

Jurisdiction B: That portion of the Comptroller Merit Employment Code that requires that certain employees must be employed on the basis of merit and fitness.

Office of the Commission: 325 West Adams Street, Springfield, Illinois 62704.

Prima facie case: A case which has produced evidence sufficient to support a finding in favor of the person producing the evidence, unless evidence to the contrary is produced.

(Source: Added at 19 Ill. Reg. 206, effective January 3, 1995)