

**ANNUAL REPORT OF THE  
CIVIL SERVICE COMMISSION  
FOR THE YEAR  
2019**



**COMMISSIONERS**

Martin Gainer, Chairperson  
Terrence Sullivan, Commissioner  
Barbara Moore, Commissioner

**COMMISSION SECRETARY**

Patty Goutis

**INTRODUCTION**

This report is rendered in accordance with the provisions of the Illinois Municipal Code, Section 10-1-21 and the Tinley Park Civil Service Rules and Regulations, Rule IX, Section 6 and is intended to provide an up-to-date status of the activities of the Commission during the past year.

In 2019, the Civil Service Commission effectuated significant and impactful changes, including:

- Abolishing eligibility registers and removing positions from the classification plan in order to transfer the direct hire process to the Village Human Resources function;
- Instituting the oral interview portion of the hiring process to eliminate the “blind hire” and instead add this critical step in identifying the best qualified candidates for the Village;
- Adopting electronic communication processes to help effectuate immediate-as-possible notification to candidates to allow for faster response times, process completion, and to remain competitive with market standards of communication;
- Completely overhauling the Rules and Regulations, which has not been completed since 1997. The update was presented at Admin and Legal Committee on January 14, 2020 and, as of this writing, final approval is pending following further discussion.

The Village of Tinley Park remains one of the few communities to operate with a Civil Service Commission. The 2018 Illinois Municipal League (IML) Handbook references that, ***“only about 20 of the more than 1,300 municipalities in Illinois operate under this system.”*** Instead, several communities have in place a Police and Fire Commission for hiring of those specific public safety positions

Following is a table that depicts the current communities (as of May 2019) that operate with a Civil Service Commission or Police and Fire Commission.

<b>Civil Service Commission</b>			
<b>Municipality</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Downers Grove		X	Board of Fire and Police Commissioners
Elmhurst		X	Board of Fire and Police Commissioners
Frankfort		X	Board of Fire and Police Commissioners
Glen Ellyn		X	Board of Fire and Police Commissioners
Glenview		X	Board of Fire and Police Commissioners
Gurnee	X		Civil Service Commission
Lake Forest		X	Board of Fire and Police Commissioners
Lisle		X	Board of Fire and Police Commissioners
Lombard		X	Board of Fire and Police Commissioners
Mount Prospect		X	Board of Fire and Police Commissioners
Naperville		X	Board of Fire and Police Commissioners
Niles		X	Fire and Police Commission
Oak Forest	X		Civil Service Commission
Oak Lawn		X	Fire and Police Commission
Oak Park		X	Fire and Police Commission
Orland Park		X	Board of Fire and Police Commissioners
Plainfield		X	Board of Fire and Police Commissioners
Streamwood	X		Civil Service Commission; Board of Fire and Police Commissioners
Villa Park		X	Fire and Police Commission
Wheaton		X	Board of Fire and Police Commissioners
Woodridge		X	Board of Police Commissioners

### **COMMISSION MEMBERS**

Membership in the Civil Service Commission has remained consistent since approximately mid-2017 with the appointment of three volunteer Commissioners. Consistency results in the Commission functioning more efficiently and with a greater degree of continuity in its action. In addition, the update to the Rules and Regulations, once finalized and approved, is intended to serve as a handbook for Commissioners and assist in their onboarding and orientation. New volunteer commissioners are required to complete Open Meetings Act online training offered through the Illinois Attorney General.

The current Commissioners serve on an annual rolling appointment basis. The Commission Chair is voted on by the Commissioners annually, pursuant to the Rules and Regulations. The current Commission Chair voted into the position is Martin Gainer.

### **RULES AND REGULATIONS**

No comprehensive review had been undertaken in over 20 years since the adoption of the current Rules and Regulations in 1977. Instead, only minor changes have been made to certain portions of the Rules and Regulations as needed since their adoption.

During the 2019 year, the Village Attorney, Human Resources and the current Civil Service Commissioners undertook a review of the existing Rules and Regulations to determine if the Rules and Regulations from 1997 adequately addressed the current landscape for employee recruitment and hiring. In addition, they examined changes in/and use of technology since adoption in 1997, and whether the existing Rules and Regulations provided clear guidelines for all Commissioners, members of the public and potential employees.

The updated Rules and Regulations were presented at Admin and Legal Committee on January 14, 2020 and, as of this writing, will be reviewed by Committee of the Whole on February 4, 2020. Final approval is pending following further discussion.

### **CLASSIFICATION PLAN**

The classification plan is divided into four (4) occupational services. Each service includes classes of positions that involve closely associated types of work.

1. ***Public Safety Service: Positions in the active ranks of the Village Police Department and positions directly related to performance of police duties and service.*** These positions include: Telecommunicator A-1; Police Patrol Officer A-2; Lead

Telecommunicator A-3; Police Sergeant A-4; Police Lieutenant A-5; and Clerk Matron A-11. *Note, the position of Commander, is a non-Civil Service appointed position.*

2. **Administrative Service: Positions having duties that are principally administrative, clerical or fiscal in character.** These positions include: Clerk I and Secretary. *Note, with the recent abolishment of Clerk I and Secretary Eligibility Registers, there are no more administrative positions in this category. There remains one employee with the position title, "Secretary" and several employees with the former title, "Clerk I." New hires in a similarly situated position includes the non-Civil Service appointed position title, Administrative Assistant.*
3. **Operation and Construction Services: Positions that involve the operation, maintenance and upkeep of municipal facilities, and the construction and improvement of municipal works, over which the Village is required to exercise supervision or regulation.** These positions include: Laborer D-1, Laborer/Truck Driver D-2; Equipment Operator D-4; Maintenance Man D-5; Mechanic D-6. *Note, the positions of Laborer, Laborer Truck Driver and Maintenance Man were later replaced with the position title of "Maintenance Worker" which was then later removed/abolished. The new non-Civil Service appointed position titles of Maintenance Technician and Inventory Technician are currently active.*
4. **Fire Prevention Services: Positions involving responsibility for fire inspection, technical work, and assisting in the operations of the Village's Fire Prevention Bureau.** These positions include: Fire Inspector F-1; Senior Fire Inspector F-2. *Note, the Senior Fire Inspector position was considered promotional, however, only one person held this position. No Eligibility Register existed and this position title should be discussed. The position of Fire Inspector is currently active and filled by a Village employee.*

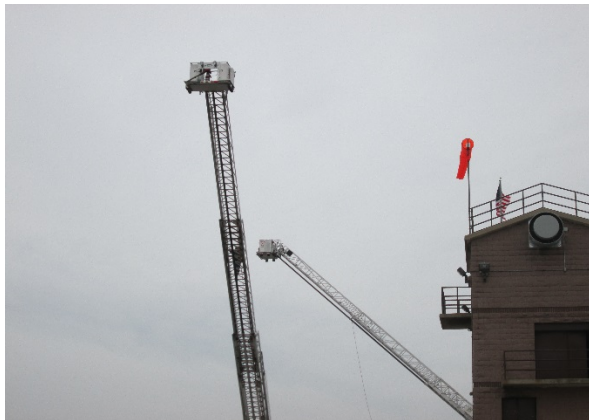
The Village Board and Village Managers have directed that the majority of positions hired by the Village should be made by appointment. In order to update hiring practices and achieve the goals established by the Village Board, certain Eligibility Registers\* were abolished in 2019 and their respective position classifications removed, as follows:

**Clerk I dated 12/07/2016**

**Maintenance Worker dated 06/08/2016**

*\*In 2018, both the Clerk II and Secretary positions were removed from the Classification Plan, as well as the Tool & Inventory Attendant (register dated 7/2/12).*

When the Maintenance Worker classification was removed and the position was replaced with the appointed title of Maintenance Technician, the Village incorporated a skills assessment through occupational health provider, UChicago-Ingalls Memorial to simulate an assessment of physical ability through testing in the pre-employment process. This skills assessment replaced the physical ability testing that was once conducted administered in-house or by third party vendor during the initial Civil Service testing phase.



The use of UChicago-Ingalls Occupational has been a successful approach to testing recent hires in the new position title, and reflects favorably on the budget. In addition, this new assessment process has been also used in the testing of applicants for the new position title of Inventory Technician and offered on-demand with each new hire.

It should be noted that the former titles of Maintenance Worker and Clerk I still exist within the Village for those employees hired prior to these changes. New hires will have the new position title, where applicable.

**CURRENT ELIGIBILITY REGISTERS**

Following are the currently existing **Original** Eligibility Registers with effective dates:

<b>Telecommunicator A-1</b>	<b>12/20/2019</b>
<b>Patrol Officer A-2</b>	<b>11/01/2019</b>
<b>Mechanic D-6</b>	<b>03/26/2018</b>
<b>Clerk Matron A-11</b>	<b>10/18/2017</b>
<b>Fire Inspector F-1</b>	<b>01/26/2015</b>

The Clerk Matron Eligibility Register may be stricken after two years and one day and shall be stricken after 3 years (Oct 2020). Since there are active requests to vacancy, the register will likely be exhausted. This position classification may also be removed, pending further discussion.

The Fire Inspector Eligibility Register is expired and this position title is pending further discussion.

Following are the current **Promotional** Eligibility Registers with effective dates:

<b>Police Sergeant A-4</b>	<b>12/20/2019</b>
<b>Lead Telecommunicator</b>	<b>11/17/2018</b>

Copies of these registers are attached at the end of this Report (Attachment "A").

**TESTING**

Per the current Rules and Regulations, the Commission shall host and provide notice of examinations for positions in the classification plan. Examinations are designed to test knowledge of applicants in the respective job classification. Scores of examinations are calculated and expressed as a percentage. The applicants with passing scores are placed on an eligibility register with the highest scoring percentage at the top.

During 2019, the Civil Service Commission held three examinations for the following positions:

**Patrol Officer A-2**

**Telecommunicator A-1**

**Sergeant A-4 (Promotional)**

The Patrol Officer A-2 exam was held on June 1, 2019. Eighty-five (85) applicants applied to the position; twenty-nine (29) successfully completed the written exam and oral interview. A copy of this Eligibility Register is contained within Attachment "A".

The Telecommunicator A-1 exam was held on October 5, 2019. There were forty-one (41) applicants, with eleven (11) successfully completing the written exam and oral interview. A copy of this Promotional Eligibility Register is contained within Attachment "A".

The Sergeant A-4 promotional exam was held on November 7, 2019. There were twenty-two (22) Patrol Officers who sat for the exam, and eight (8) successfully passed both the written exam and assessment center.



**CERTIFICATIONS AND APPOINTMENTS**

Candidates are "certified" to a position on the Classification Plan by the Civil Service Commission. When an applicant is certified, he/she must successfully complete **all** stages of the pre-employment testing process prior to being "appointed" to the position, following review and approval of the Civil Service Commission. The pre-employment testing process includes: Psychological examination, Polygraph (for Patrol and Telecommunicator only), Medical/Physical examination and Criminal Background Investigation.



Following is a list of Certifications and Appointments\* for the year 2019.

POSITION	CERTIFIED	APPOINTED	IN PROGRESS
Patrol Officer	41	8	2
Clerk Matron	4	2	1
Telecommunicator	5	3	1
Maintenance Worker (abolished)	6	1	-
Mechanic	-	-	-
Sergeant	1	1	-
Lead Telecommunicator	1	1	-

*\*Appointed includes both active and terminated employees.*



**HEARINGS**

No hearings were required in 2019.

**MEETINGS**

According to Rule IX, Section 2, the Civil Service Commission is designated to meet regularly on the first and third Monday of each month at 7:00 p.m. in Village Hall. The Commission, however, has demonstrated flexibility based on hiring needs and availability. With proper notice, the Commission met on days/dates needed to move forward various processes.

The Commission met 19 times in 2019. Meeting minutes are posted in the Village website. ([http://www.tinleypark.org/government/minutes\\_and\\_agendas/commissions\\_minutes\\_and\\_agendas/civil\\_service\\_commission.php](http://www.tinleypark.org/government/minutes_and_agendas/commissions_minutes_and_agendas/civil_service_commission.php))

**OUTLOOK FOR 2020**

The current Rules and Regulations, Rule IV, Section 3, provides that the Commission expire a register after two years and one day, or no longer than three years.

As the following Eligibility Registers are nearing expiration at either two years and one day or three years, retesting or abolishment of the position from the classification plan for the following positions may occur in 2020, unless otherwise directed.

These positions/Eligibility Registers to be discussed include:

<b>Mechanic D-6</b>	<b>03/26/2018</b>
<b>Clerk Matron A-11</b>	<b>10/18/2017</b>
<b>Fire Inspector F-1</b>	<b>01/26/2015</b>

The Commission will continue to work closely with Village Administration in order to provide the best qualified personnel for the classified service.

**Annual Report of the Civil Service Commission prepared and respectfully submitted  
by:**

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Hannah Lipman  
Management Analyst