

**ANNUAL REPORT OF THE  
CIVIL SERVICE COMMISSION  
FOR THE YEAR  
2021**



**COMMISSIONERS**

Martin Gainer, Chairperson

Barbara Moore, Commissioner (through May 2021)

Andre Ashmore, Commissioner

Jim Guth (began June 2021)

**COMMISSION SECRETARY**

Kathy Congreve

**STAFF LIASION**

Hannah Lipman, Assistant Village Manager

**PURPOSE**

This report is rendered in accordance with the provisions of the Tinley Park Civil Service Rules and Regulations, Chapter I, Section 6 and is intended to provide an up-to-date status of the activities of the Commission during the past calendar year, and recommendations for 2022.

**COMMISSION MEMBERS**

Membership in the Civil Service Commission has remained mostly consistent over the past few years with the appointment of three volunteer Commissioners. This past May, one Commissioner transferred to another Village Commission, and therefore, a new Commissioner was brought on as a replacement. Consistency results in the Commission functioning more efficiently, with a greater degree of continuity in its action. New Commissioners are onboarded by the Staff Liaison, to ensure they are up to speed with the various happenings of the Commission, as well as to understand the importance of a Civil Service Commissioners role.

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**

In 2020, new Rules and Regulations were officially adopted and have served as a strong guide. Prior to the adoption, there had not been a comprehensive review in over twenty (20) years, as the old Rules and Regulations were from 1997. Instead, only minor changes had been made to certain portions of the Rules and Regulations as needed since their adoption.

The updated Rules and Regulations incorporated a Lateral Hiring process for Patrol Officers, which previously did not exist. It is important to note the Village and Police Department have *greatly* benefited from doing so. COVID-19 shut down Police Academies and reduced their class sizes, and if it were not for the Lateral Register, the Village would be in dire need of Patrol Officers, almost at emergency levels. The Village only just recently had its first seat in an Academy in over two (2) years due to COVID-19 backlog.

## **TESTING**

During 2021, the Civil Service Commission hosted a Patrol Officer Exam, and a Lateral Patrol Officer process. There were forty (40) individuals who sat for the Patrol Officer Exam. There are twenty-four (24) individuals who successfully completed all requirements and made it on the Final Eligibility Register. In terms of the Lateral Patrol Officer process, the Village received sixty-five (65) applications, of which sixty-three (63) were eligible to be placed on the Final Lateral Hire Transfer List. The Commission will likely need to host a Sergeant Promotional Exam the first half of 2022.

For comparison purposes, the previous Patrol Officer Exam was in 2019. At that time, there was eighty-five (85) applicants. Prior to that in 2017, there was about 220 applicants.

## **ACTIVE ELIGIBILITY REGISTERS**

In order to establish an Eligibility Register, the Civil Service Commission first hosts an exam. Applicants may be required to participate in a physical aptitude test, written and oral examinations as determined by the Commission. The Commission scores each exam as described by the Rules and Regulations. Except for examination declared to be on a "pass/fail" basis, and unless otherwise specified by the Commission, an applicant must correctly answer at least 70% of the examination questions to receive a minimum passing score. Upon completion of all exams, the Commission prepares a Preliminary Eligibility Register of all applicants listed from high score to low score. Candidates who are eligible to receive military credit are then permitted to submit their request for military preference points. Once military preference points are added to the scores (if applicable), a Final Eligibility Register is then created.

The exception to this testing process is the creation of a Lateral Patrol Officer Hire List. There is no testing process for Lateral applicants. Instead, they must meet certain criteria (i.e. minimum of two years of full-time employment as a Patrol Officer). Applicants are placed on the register in the order the applications are received. Lateral Transfers are also able to submit for military preference points.

The following is a list of active Eligibility Registers:

<b>Patrol Officer A-2</b>	<b>06/22/2021</b>
<b>Patrol Officer A-2 -- Lateral Hire Transfer List</b>	<b>06/07/2021</b>
<b>Police Sergeant A-4</b>	<b>01/13/2020</b>

### **CLASSIFICATION PLAN**

Civil Service Commissions were created to ensure the fair and equal hiring of public service positions. While the Commission continues to fulfill this purpose, it also faced many hiring challenges in modern times. Therefore, after many lengthy discussions with the Commission, at Village staffs' request, the Commission removed the following positions from the Classification Plan in 2021. These positions no longer exist for the Village moving forward. When vacancies occur, Human Resources is carefully evaluating and establishing new positions that better suit the departments' needs, and hiring through the regular hiring process.

<b>Telecommunicator A-1</b>	<b>12/20/2019</b>
<b>Lead Telecommunicator</b>	<b>11/17/2018</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>

### **CERTIFICATIONS AND APPOINTMENTS**

As the Appointing Authority (Village Manager) becomes aware of vacant positions, the Civil Service Commission is notified to "certify" the next candidate on the relevant Eligibility Register. 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, Medical/Physical examination and Background Investigation.

The following is a list of Certifications and Appointments for the year 2021.

<b>POSITION</b>	<b>CERTIFIED</b>	<b>APPOINTED</b>	<b>IN PROGRESS</b>
Patrol Officer	16	7	1 (in academy)
Patrol Officer (Lateral Hire)	10	5	2
Clerk Matron	-	-	-
Telecommunicator	7	2	-
Mechanic	-	-	-
Sergeant	-	1	-
Lead Telecommunicator	-	-	-

*\*Both Telecommunicators appointed resigned*

The following is a list of Certifications and Appointments for the year 2019. This is provided for comparison purposes.

<b>POSITION</b>	<b>CERTIFIED</b>	<b>APPOINTED</b>	<b>IN PROGRESS</b>
Patrol Officer	12	4	3
Clerk Matron	4	-	-
Telecommunicator	4	2	1
Mechanic	-	-	-
Sergeant	-	-	-
Lead Telecommunicator	-	-	-

**COVID-19 IMPACT**

COVID-19 had a major impact on the Village’s budget in 2020 and 2021, which in turn impacted the Civil Service Commission. In an effort to be financially responsible, the Village froze various vacant positions in 2020. This included the following Civil Service positions: three (3) Patrol Officer positions, one (1) Clerk Matron position, and two (2) Telecommunicators. In 2021, the Village authorized two (2) of the frozen Patrol Officer positions to move forward for hire. The third (3) will be discussed by the Board at the Village budget presentation in March 2022. The two (2) Telecommunicators have since been filled, and there was some reorganizing in the Police Department to account for the frozen Clerk Matron position.

## **MEETINGS**

According to Chapter I, Section 4 of the Rules and Regulations, the Civil Service Commission is designated to meet regularly on the first and third Monday of each month at 6:00 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 eleven (11) times in 2021. 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))

## **HEARINGS**

No hearings were required in 2021. There were two (2) Civil Service employees terminated, but both waived a Civil Service hearing in lieu of other arrangements with the Village.

## **OUTLOOK FOR 2022**

The Sergeant Promotional register is now over two (2) years old, which means it may be stricken at any time. A testing process is foreseeable sometime in the first half of 2022. Otherwise, staff expects things to continue on status quo for 2022!

## **THANK YOU**

The Civil Service Commission would like to thank the Elected Officials and Village staff for all of their efforts in 2021. The Commission will continue to work closely with Village Administration in order to provide the best qualified personnel for the classified service.

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

Hannah Lipman, Assistant Village Manager