



**Annual Report
of the Village of Tinley Park
Civil Service Commission
for the year 2018**

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COMMISSIONERS

Terrence Sullivan, Chairperson

Barbara Moore, Commissioner

Martin Gainer, Commissioner

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. This report is intended to provide an up-to-date status of the activities of the Commission during the past year.

COMMISSION MEMBERS

Membership in the Civil Service Commission has remained consistent since 2017 with the appointment of three new members, replacing a long-term commissioner who had served for more than 20 years, and others who served for shorter duration.

While consistency in the membership results in the Commission functioning more efficiency and with a greater degree of continuity in its action, consistency in membership is desired, but may not be practical due to the external demands on these volunteers' time.

Our Commission Secretary resigned in 2017 and an interim secretary has served since that time. Recruitment has begun for a replacement Secretary to assume the additional administrative functions necessary for proper support to this Commission. Of significance, the HR/Admin Management Analyst has assisted the HR Director in dedicating significant time to providing on-boarding and training for new Commissioners, organizing Civil Service Personnel files, scheduling and executing testing, applicant/candidate tracking and general administrative support to the Commission.

CURRENT ELIGIBILTY REGISTERS

The Eligibility Register for Tool & Inventory Attendant, 07/12/2012, was stricken and abolished in 2018, and the title removed from the Classification Plan. The Village currently has one employee in this position.

Following are the current Eligibility Registers with effective dates:

Telecommunicator A-1 12/07/2017

Patrol Officer A-2 10/30/2017

Maintenance Worker D-1 06/08/2016

Mechanic D-6 03/26/2018

Telecommunicator 12/07/2017

Fire Inspector F-1 01/26/2-15

Clerk I C-2 12/07/2016

Clerk Matron A-11 10/18/2017

Following are the current Promotional Eligibility Registers with effective dates:

Police Sergeant A-4 08/14/2017

Lead Telecommunicator 11/17/2018

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

TESTING

Per the 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 2018, the Civil Service Commission held two examinations; one for Mechanic and one for the promotional position of Lead TCO.

The Mechanic test was held on February 24, 2018. Three applicants applied to the position; all three passed the exam. One employee was hired into the position of Mechanic from this register. He filled the vacancy of an employee who passed away in November 2017. A copy of this Eligibility Register is contained within Attachment "A".

The Lead TCO test was held on November 10, 2018 with two current employee applicants, who both passed this promotional examination. The number of employee applicants who qualified for this position was nine (9). A copy of this Promotional Eligibility Register is contained within Attachment "A".

CERTIFICATIONS AND APPOINTMENTS

Candidates are “certified” to a position on the Classification Plan by the Commission and 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 2018:

POSITION	CERTIFIED	APPOINTED	IN PROGRESS
Patrol Officer	31	7	3
Clerk	2	1	-
Clerk Matron	8	3	-
Telecommunicator	11	2	3
Maintenance Worker	10	7	-
Mechanic	1	1	-

HEARINGS

No hearings were required in 2018.

RULES AND REGULATIONS

The current Rules and Regulations were adopted by the Civil Service Commission in 1997, over twenty years ago. Minor changes to some rules, when deemed necessary by the Commission, have been made over the years.

During Q4 2018, the Commission, along with the Village Attorney, began the process of reviewing the current Rules & Regulations alongside and in comparison to those from other applicable and comparable communities. It is anticipated that a considerable amount of time will be spent during the 2019 year to complete an entire set of updated rules and regulations. Once completed, an electronic and/or hard copy will be made available to every Trustee and Civil Service employee.

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 15 times in 2018 on the following dates:

- January 10, 2018
- February 12, 2018
- February 26, 2018
- March 26, 2018
- April 23, 2018
- May 9, 2018
- May 21, 2018
- June 11, 2018
- July 10, 2018
- August 14, 2018
- September 17, 2018
- October 15, 2018
- November 7, 2018
- November 19, 2018
- December 13, 2018

Meeting minutes are posted in the Village website.

(http://www.tinleypark.org/government/minutes_and_agendas/commissions_minutes_and_agendas/civil_service_commission.php)

OUTLOOK FOR 2019

Per the Tinley Park Civil Service Rules and Regulations, Rule IV, Section 3 directs the Commission to expire a register after two years and one day, or no longer than three years. With the following Eligibility Registers nearing expiration at either two years and one day or three years, retesting for the following positions may occur in 2019, unless otherwise directed:

Patrol Officer, dated 10/30/2017

Maintenance Worker D-1 06/08/2016

Clerk Matron A-11 10/18/2017

Clerk I C-2 12/07/2016

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