

**ANNUAL REPORT OF THE  
CIVIL SERVICE COMMISSION  
FOR THE YEAR  
2020**



## **COMMISSIONERS**

Martin Gainer, Chairperson

Barbara Moore, Commissioner

Terrence Sullivan, Commissioner (resigned May 2020)

Andre Ashmore (began May 2020)

## **COMMISSION SECRETARY**

Kathy Congreve

## **STAFF LIASION**

Hannah Lipman

## **PURPOSE**

This report is rendered in accordance with the provisions of the ILCS 5/10-1-21 and 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 2021.

## **COMMISSION MEMBERS**

Membership in the Civil Service Commission has remained mostly consistent since 2017 with the appointment of three volunteer Commissioners. This past May, one Commissioner declined re-appointment, 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 required to complete Open Meetings Act online training offered through the Illinois Attorney General. They are also 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**

The Commission is pleased to report that 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 incorporate more modern practices, such as including technology as a means of communicating with candidates, allowing for oral interviews, and clarifying scoring methods.

## **TESTING**

During 2020, the Civil Service Commission did not host any exams. The Commission will likely need to host a Patrol Officer exam in 2021.

## **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 following is a list of active Eligibility Registers:

<b>Telecommunicator A-1</b>	<b>12/20/2019</b>
<b>Lead Telecommunicator</b>	<b>11/17/2018</b>
<b>Patrol Officer A-2</b>	<b>11/01/2019</b>
<b>Police Sergeant A-4</b>	<b>12/20/2019</b>
<b>Mechanic D-6</b>	<b>03/26/2018</b>

**Clerk Matron A-11**

**10/18/2017**

**Fire Inspector F-1**

**01/26/2015**

**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 (for Patrol Officers and Telecommunicators only), Medical/Physical examination and Background Investigation.

The following is a list of Certifications and Appointments for the year 2020.

<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	-	-	-

*\*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	41	8	3
Clerk Matron	4	2	1
Telecommunicator	5	3	1
Maintenance Worker (abolished)	6	1	-
Mechanic	-	-	-
Sergeant	1	1	-
Lead Telecommunicator	1	1	-

## **COVID-19 IMPACT**

COVID-19 had a major impact on the Village's budget, which in turn impacted the Civil Service Commission. In an effort to be financially responsible, the Village froze various vacant positions. This included the following Civil Service positions: three (3) Patrol Officer positions, one (1) Clerk Matron position, and two (2) Telecommunicators. With less positions to hire, there wasn't a need to have as many meetings; only ten (10) were held in 2020 versus nineteen (19) in 2019. This also explains the differences between the two (2) tables above. Lastly, the Commission held several meetings in a remote format due to COVID-19 restrictions and reduce the potential spread. Despite the challenges of COVID-19, the Commission found ways to adapt and carry on with business.

## **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 10 times in 2020. 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 2020.

## **OUTLOOK FOR 2021**

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 faces many hiring challenges in modern times. For reference, the Illinois Civil Service law was passed in 1905.

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/or Fire Commission for hiring of those specific public safety positions.

<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

The above table depicts several comparable communities that operate with a Civil Service Commission or Police and/or Fire Commission.

As evidenced above, Civil Service Commissions are few and far between. While they create a means for fair hiring methods, they also create many challenges and lengthy processes. Therefore, it is the desire of the Appointing Authority and Village Administration to remove the following positions from the Civil Service Classification Plan when the time is appropriate in the upcoming year:

<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>

Under Chapter I, Section 8 of the Rules and Regulations, the Commission is granted the authority to remove any position from the classified service at any time as requested by the Appointing Authority—the Village Manager.

There will be open communications between the Commission and Appointing Authority if and when any positions are formally removed from the Civil Service Classification Plan.

**THANK YOU**

The Civil Service Commission would like to thank the Elected Officials and Village staff for all of their efforts in 2020. 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 to the Village Manager