

**ANNUAL REPORT OF THE
CIVIL SERVICE COMMISSION
FOR THE YEAR
2023**



COMMISSIONERS

Martin Gainer, Chairperson

Ranetta Perry Adamovitz, Commissioner

John Carney, Commissioner

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. Consistency results in the Commission functioning more efficiently, with a greater degree of continuity in its action. This past May, two new Commissioners have joined the Civil Service Commission. Ranetta Perry Adamovitz and John Carney were appointed on May 16th, 2023 and have quickly learned the rules and regulations of the Commission and have applied these rules during the meetings.

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.

TESTING

During 2023, the Civil Service Commission hosted a Patrol Officer exam. Nineteen (19) candidates took part in the exam, and thirteen (13) passed. Also we had fifty-five (55) applicants apply for our lateral hiring posting.

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:

Patrol Officer A-2	11/20/2023
Patrol Officer A-2 -- Lateral Hire Transfer List	08/21/2023
Police Sergeant A-4	05/31/2022

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, they 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 2023.

POSITION	CERTIFIED	APPOINTED	IN PROGRESS
Patrol Officer	13	1	6
Patrol Officer (Lateral Hire)	46	5	10
Sergeant	-	-	-

The following is a list of Certifications and Appointments for the year 2022. This is provided for comparison purposes.

POSITION	CERTIFIED	APPOINTED	IN PROGRESS
Patrol Officer	10	0	2
Patrol Officer (Lateral Hire)	27	8	-
Sergeant	-	1	-

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 nine (9) times in 2023. Meeting minutes are posted on the Village website.

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

HEARINGS

One hearing was required for 2023, the result of which was that there was one (1) Civil Service employee terminated.

OUTLOOK FOR 2024

The 2021 Patrol Officer and Lateral Officer registers are over two (2) years old, which means it may be stricken at any time. After we wrap up the certifications of the remaining candidates, we will strike the old registers. Village staff will continue to work with the Commission to improve processes to adjust to the difficult hiring market. The Commission gave staff the green light to look at having the Lateral hiring process an ongoing process, to have a steady pool of certified applicants. Staff anticipates bringing those changes before the Village Board in January. With a few promotions on the horizon, staff has also begun to look at hosting another Sergeant Promotional Exam in the first quarter of 2024. Otherwise, staff expects things to continue status quo for 2024!

THANK YOU

The Civil Service Commission would like to thank the Elected Officials and Village staff for all their efforts in 2023. The Commission will continue to work closely with the Village Administration to provide the best qualified personnel for the classified service.

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

Hannah Lipman, Assistant Village Manager
Anne Mitchell, Management Analyst