

ILLINOIS CIVIL SERVICE COMMISSION

ANNUAL REPORT FOR

FISCAL YEAR 2021



Timothy D. Sickmeyer, Chairman
G.A. Finch, Commissioner
David Luechtefeld, Commissioner
Vivian Robinson, Commissioner
Teresa C. Smith, Commissioner

Thomas H. Klein
Executive Director



State of Illinois
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Timothy D. Sickmeyer
 CHAIRMAN

COMMISSIONERS
 G.A. Finch
 David Luechtefeld
 Vivian Robinson
 Teresa C. Smith

Thomas H. Klein
 EXECUTIVE DIRECTOR

October 28, 2021

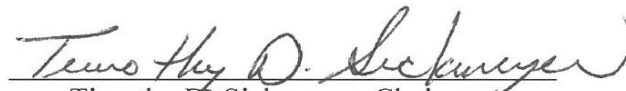
Governor JB Pritzker
 State of Illinois
 Springfield, Illinois 62706

Dear Governor:

We submit this report to you, to the members of the General Assembly, and to the citizens of Illinois. It is the Commission's 105th Annual Report and covers the period of July 1, 2020 through June 30, 2021. In this report we have set forth both our responsibilities and accomplishments.

We appreciate the support and encouragement you have given us as we endeavor to carry out the requirements of the Illinois Personnel Code with the goal of providing the citizens of Illinois with a system of personnel administration based on merit principles and scientific method.

Respectfully submitted,


 Timothy D. Sickmeyer, Chairman


 G.A. Finch, Commissioner


 David Luechtefeld, Commissioner


 Vivian Robinson, Commissioner


 Teresa C. Smith, Commissioner

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MEMBERS OF THE COMMISSION

The members of the Civil Service Commission are appointed for a period of six years.

<u>Name</u>	<u>Term Expires</u>
Timothy D. Sickmeyer, Chairman	March 1, 2023
G.A. Finch, Commissioner	March 1, 2027
David Luechtefeld, Commissioner	March 1, 2023
Vivian Robinson, Commissioner	March 1, 2025
Teresa C. Smith, Commissioner	March 1, 2023

Timothy D. Sickmeyer

Timothy D. Sickmeyer is a retired 28-year veteran of the Illinois Conservation Police. A graduate of Shawnee College, Mr. Sickmeyer served as a waterfowl technician with the (former) Department of Conservation. He then joined the Office of Law Enforcement. Starting as a field officer, he rose through the ranks to be Chief of the Division of Investigations of the Department of Natural Resources where he oversaw a team of field investigators and support staff. During this tenure, he planned and directed numerous undercover operations and large-scale investigations including employment related investigations. Mr. Sickmeyer was trained in the Rutan interview process while at the Department and participated in the hiring and promotion of State employees in accordance with the Personnel Code. He received numerous merit awards and commendations throughout his career. Upon his retirement in 2010, Mr. Sickmeyer served as a contract lobbyist for the Conservation Police Lodge and the Illinois Trappers Association.

Mr. Sickmeyer grew up in Chester, Illinois and now lives in rural Mason County along with his wife where he serves as an elder in his church, helping and ministering to others. He is a sworn deputy sheriff for the Mason County Sheriff's Department, serving as needed. He has two grown children along with two grandchildren and remains an avid outdoorsman.

G.A. Finch

G. A. Finch, a business attorney and an executive employment counsel, is a Partner at Hoogendoorn & Talbot LLP. He has been named an Illinois Super Lawyer, selected as a Leading Lawyer and designated the highest Martindale-Hubbell Preeminent Rating in Legal Ability and Ethics (AV). He started his career as a law clerk to a US District Court Chief Judge in Chicago.

He serves as Chair of the Cook County Employee Appeals Board. His earlier public service has included Chief of Staff to the Cook County Board President, Illinois Human Rights Commissioner, City of Chicago Deputy Planning Commissioner, Chicago Housing Authority General Counsel, Member of the Illinois Agricultural Export Advisory Committee, and Member of Lt. Governor's Energy Working Group.

He counts among his honors: Leadership Greater Chicago Fellow, Salzburg Global Seminar Fellow, Chicago Jaycees Ten Outstanding Young Citizens Award, Chicago Commission on Human Relations Wright Award, Cook County Bar Association Platt Award, Chicago Bar Foundation Distinguished Service Award, and LULAC Leadership Award.

A civic leader, he previously served as Chair of the Board of Advisors of St. Joseph Seminary of Loyola University, Chair of Decatur Classical Local School Council, Secretary of the Editorial Board of the *Illinois Bar Journal* and on the Boards of the Chicago Bar Association and the Chicago Bar Foundation. He is a Member of the Economic Club of Chicago.

David Luechtefeld

David Luechtefeld grew up on a dairy farm ten miles south of the small town of Okawville, Illinois in Washington County. He attended a two-room school at St. Anthony Catholic Grade School in Lively Grove, Illinois. Upon graduation, he attended Okawville High School and graduated in 1958. He then entered St. Louis University on a basketball and baseball scholarship and graduated in 1962 with a Bachelor of Science Degree. He was inducted into the St. Louis University Distinguished Alumni Hall of Fame and the Basketball Hall of Fame. David also earned a Master of Science Degree from Southern Illinois University at Edwardsville. He has been actively involved in St. Barbara's Catholic Church for the past 55 years.

In 1962 he began teaching History and Government at Okawville High School and taught for 33 years. He was the head baseball coach for 28 years. He was also the head basketball coach for 38 years and served as Athletic Director. He has also been inducted into the Basketball and Baseball Coaches Hall of Fame in Illinois.

David Luechtefeld was appointed in 1995 to be the State Senator for the 58th District. He served in that capacity for 21 years. He served as the Assistant Minority Leader for 14 years and the Deputy Minority Leader for one year. He retired from the Senate in 2017.

Vivian Robinson

Vivian Robinson was born in Fort Gordon, Georgia into a military family. Her formative years were spent living all over the country as well as Africa and Germany. She graduated Cum Laude from Southeast Missouri State University with a Bachelor of Arts degree in Psychology and a minor in Biology. That was followed by a Master of Social Work degree from Southern Illinois University.

In 1980 Vivian started public service with the Department of Children and Family Services. She spent her 35-year career helping train foster parents and improving the quality of life and education for underserved youth. Vivian received the Congressional Angels in Adoption Award in 1999. During her time at the Department, there was a significant increase in adoptions and programs to reduce child abuse were strengthened. Vacation and other benefit time were spent assisting orphanages in China and Southeast Asia. Vivian also held various positions, including President, in AFSCME Local 1048 helping protect the rights of State workers.

Vivian has lived in downstate Illinois for the past 40 years. She has twelve children, eight by adoption from orphanages in Southeast Asia. Vivian serves as a Court Appointed Special Advocate for abused or neglected children and continues to train child welfare advocates.

Teresa C. Smith

Teresa Smith is a human resource and change management leader who advocates for work and community cultures that motivate and engage employees and volunteers. Before assuming her current role as Executive Director of Human Resources at the Southern Illinois University School of Medicine, Smith held various human resource leadership positions in education and government.

Smith started her public leadership experience with the State of Illinois at the Department of Commerce and Economic Opportunity. Most recently she served as Deputy Director for the Bureau of Personnel at the Illinois Department of Central Management Services. Ms. Smith was responsible for all aspects of human resources including those related to the Personnel Code, Rules, and other governing laws and policies.

Ms. Smith has collaboratively led teams through the development and implementation of strategic initiatives and realizing organizational potential. Smith is also trained and experienced in effective conflict resolution techniques and labor relations negotiations.

Smith is a member of the Society for Human Resources Management (SHRM), the FBI Citizens Academy Alumni Association, the Illinois Public Employer Labor Association and is one of the lead members of the SIU Medicine COVID-19 Response Team. Smith holds a certification as a professional in human resources, earned her Bachelor of Science from Illinois College and Master of Business Administration from the University of Illinois at Springfield.

A native of central Illinois, Ms. Smith resides in Chatham with her husband and their two children.

OVERVIEW

The Civil Service Commission began the year seeking and receiving an appropriation of \$492,800 for fiscal year 2021. Total spending for the fiscal year was \$481,669.25.

During its appropriation hearing before the General Assembly, the Commission was asked how the Commission's appeals broke down by race of the applicant. While this was not something the Commission has historically tracked, the Commission staff was able to compile this information and report it to the General Assembly. That information is included in this report as well.

In August 2020, Teresa Smith became a Commissioner. Her extensive experience with State personnel matters has proven to be a tremendous asset to the Commission. In April 2020, Commissioner G.A. Finch was reappointed to a new 6-year term, and Commissioner Vivian Robinson's nomination was confirmed by the Illinois Senate.

In October 2020, Executive Secretary Beckie Daniken retired after more than 15 years with the Commission. The Commission thanks her for her loyal service. She was replaced by Alexandra Myers, who is learning quickly and proving to be an excellent addition to the team.

Like everyone else, the Commission was impacted by the COVID-19 pandemic. However, the Commission was able to remain productive. The office remained open as staff alternated between working from home and in the office. Commission meetings were conducted by video and telephone conference, and Commission hearings were primarily conducted remotely as well. As a result of these

precautions, the Commission experienced no COVID-19 infections, and no positive cases were traced to the Commission.

DUTIES OF THE COMMISSION

Guided by merit philosophy, the members of the Commission and its staff carry out the following statutory responsibilities:

1. To approve or disapprove personnel rules or their amendments promulgated and submitted by the Director of Central Management Services.
2. To approve the classification plan submitted by the Director of Central Management Services, and approve proposals for new or amended class specifications and for the abolition of existing classes under the classification plan.
3. Upon recommendation of the Director of Central Management Services, the Commission approves the exemption from Jurisdiction B of those positions which in its judgment bear principal administrative responsibility for the determination or implementation of policy. The Commission monitors the use of these positions to ensure their continued eligibility for exemption.
4. Upon identification of instances of noncompliance, the Commission is responsible for ensuring the enforcement of the Personnel Code and Rules through the issuance of directives for compliance.
5. For certified employees who are discharged, suspended for more than 30 days in a twelve-month period, or demoted, the Commission hears and determines the written charges and renders decisions which are binding upon the employing agency.
6. The Commission hears appeals by certified employees who are involuntarily transferred from one geographical area to another, or who question the allocation of their position under the classification plan.
7. The Commission hears or conducts an investigation of layoff appeals by certified employees where the basis of the appeal is that provisions of the Personnel Code or Rules have been violated.

During fiscal year 2021, the Commission was active in these areas as the following detailed report indicates.

(1) REVIEW OF PERSONNEL RULES

The drafters of the Personnel Code envisioned broad enabling statutes giving the Director of Central Management Services extensive discretion to implement the provisions of the Code through the promulgation of rules. As a check and balance to this power, the Director is to submit proposed rules and/or amendments to the Commission, and the Commission has the authority to disapprove them. During fiscal year 2021, there were no proposed rules and/or amendments submitted to the Commission.

(2) CLASS SPECIFICATIONS

A sound system of position classification is essential to carry out the objectives of a merit personnel system. The classification plan establishes the basis for ensuring that employees performing work of the same nature, level of difficulty and complexity are paid within the same salary range, dependent on length of service and excellence of performance. The specifications further set forth the legal requirements for selection of those who desire to enter state service and the promotion of present employees who seek advancement within the career system. So that personnel decisions can be based upon the factual basis of existing assignments, the position classification system identifies the duties performed and responsibilities assigned by individual employees. The Commission has the responsibility of approving all amendments to the classification plan including class specifications. During fiscal year 2021 the Commission reviewed and acted on 76 amendments to the classification plan.

New classes approved	67
Revised classes approved	5
Abolished classes approved	3
Classes Withdrawn	<u>1</u>
	<u>76</u>

(3) EXEMPTIONS OF PRINCIPAL POLICY POSITIONS

A long-standing significant issue in merit systems is the determination of those positions which should be subject to appointment and dismissal at the discretion of the administration. In the Personnel Code, the legislature specifically provided for most major exemptions, such as those for all positions in the legislative and judicial branches, of directors and assistant directors of executive agencies, and of members of boards and commissions. In positions below the director, assistant director, board or commission level, the legislature chose to grant the Director of Central Management Services and the Civil Service Commission joint authority to exempt positions from Jurisdiction B of the Personnel Code. Under this provision, agencies request that a position be deemed exempt, and the Director of Central Management Services issues a recommendation as to whether positions that bear principal administrative responsibility for the determination of policy or principal responsibility for the implementation of policy should be exempted. This recommendation is then submitted to the Civil Service Commission for approval.

The Commission acts by approving or denying exemption requests recommended by the Director of Central Management Services. Clarifications of these positions are evaluated to ensure that only positions that continue to qualify for exemption remain exempt. The Commission received a total of 37 exemption requests in fiscal year 2021. Of those, 32 were granted exemption. The Commission rescinded the 4d(3) exemption from three positions. The Commission reclassified the 4d(3) exemption for two positions.

EXEMPTION ACTIVITY BY AGENCY

Children & Family Services	1 exemption granted
Corrections	1 exemption granted
Criminal Justice	2 exemptions granted 1 exemption rescinded 1 exemption reclassified
Emergency Management Agency	2 exemption granted
Financial & Professional Regulation	2 exemptions granted
Guardianship & Advocacy	1 exemption reclassified
Human Rights Commission	1 exemption granted
Human Services	3 exemptions granted 2 exemptions rescinded
Law Enforcement Training & Standards	5 exemptions granted
Innovation and Technology (DoIT)	1 exemption granted
Juvenile Justice	1 exemption granted
Pollution Control Board	1 exemption granted
Public Health	9 exemptions granted
State Police	2 exemptions granted
Transportation	1 exemption granted

TECHNICAL ACTIONS BY THE COMMISSION

	FY 17	FY18	FY19	FY20	FY21
<u>Class Specifications</u>					
New Classes Approved	10	6	7	11	67
Revised Classes Approved	24	57	46	42	5
Abolished Classes Approved	10	5	5	4	3
Classes Withdrawn	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	<u>44</u>	<u>68</u>	<u>58</u>	<u>57</u>	<u>76</u>
TOTALS					
<u>4d(3) Exemptions</u>					
Exemption Requests Granted	58	15	61	87	32
Exemption Requests Denied	0	1	4	2	0
Exemption Requests Withdrawn	3	0	0	3	0
Exemption Reclassification Granted	0	0	0	0	2
Exemptions Rescinded	28	1	90	12	3
Exemption Rescissions Denied	10	0	2	0	0
Exemption Rescissions Continued	0	0	1	0	0
Exemption Rescissions Withdrawn	0	0	0	1	0
Exempt Positions Abolished	4	10	17	7	0
TOTALS	<u>103</u>	<u>27</u>	<u>175</u>	<u>112</u>	<u>37</u>
	<u>147</u>	<u>95</u>	<u>233</u>	<u>169</u>	<u>113</u>

(4) RULE VIOLATION AND COMPLIANCE ACTIVITY

A merit system can only be as effective as the people who administer it will permit. Recognizing that pressures exist to circumvent the merit system and to provide a bulwark against the erosion of merit system standards, the legislature placed in the Civil Service Commission the responsibility for ensuring that personnel activities are carried out in compliance with the Personnel Code and Personnel Rules along with the authority to direct compliance where it finds violations.

In carrying out this mandate, the Commission investigates all allegations of noncompliance furnished to the Commission or brought to the attention of its staff to determine whether there was a violation of the statute and/or its implementing rules. There were five rule violation appeals filed and four decisions rendered on appeals of Personnel Code and/or Rule Violation allegations in fiscal year 2021. Of those, three decisions resulted in a finding of no violation. The remaining one was dismissed for lack of jurisdiction because they were either exempt employees, filed a grievance, or filed untimely. There were four rule violation appeals pending as of June 30, 2021.

(5) APPEALS OF DISCHARGE, SUSPENSION OVER 30 DAYS IN A TWELVE-MONTH PERIOD, AND DEMOTION

The Civil Service Commission is responsible for conducting hearings on appeals of discharge, suspensions totaling more than 30 days in any twelve-month period, and demotion. The Commission has the power to administer oaths, subpoena witnesses, and compel the production of books and papers in accordance therewith. When an employee receives a written notice of discharge, they may appeal the action to the Commission. The appeal must be filed within 15 days after service of the written notice of discharge. The Commission then schedules a hearing within 30 days. At the hearing, the employee has a right to counsel, may call witnesses and introduce evidence, and may question the witnesses who testify against him under oath. The burden of proof is upon the agency to prove that the employee committed the alleged infractions and that discharge is the appropriate discipline.

In fiscal year 2021, there were 18 discharge appeals filed and the Commission rendered decisions in 27 appeals. The Commission reduced discharge to suspension in four appeals and denied nine appeals (upheld the discharge). One appeal was upheld, and the employee was reinstated with no discipline. Four appeals were dismissed for lack of jurisdiction because they were either exempt employees, filed a grievance, or filed untimely. Two appeals were dismissed for default. The remaining seven appeals were withdrawn or settled. There were nine pending discharge appeals as of June 30, 2021.

There were five suspension appeals filed during fiscal year 2021 and two decisions rendered by the Commission. One appeal was dismissed for lack of jurisdiction. One appeal was dismissed as moot. There were three pending suspension appeals as of June 30, 2021.

The Commission is also responsible for hearing appeals of employees who have been demoted in their positions. Although this is not an active area, it is important that employees have a right to appeal if they believe they have been unjustly demoted in their position. Two demotion appeals were filed during fiscal year 2021. Two appeals were dismissed for lack of jurisdiction because they were either exempt employees, filed a grievance, or filed untimely. There were no pending demotion appeals as of June 30, 2021.

CHARGES FOR DISCHARGE AND SUSPENSION¹

Conduct unbecoming a State employee	9
Exempt/probationary employee discharge; suspension pending discharge	3
Failure to follow procedures, regulations, rules or supervisory directives	7
Falsification of documents or providing false information.....	1
Inability to perform substantial job functions....	3
Misuse or theft of state property	1
Sleeping or using cell phone on duty	1
Unauthorized absences, failure to return from leave, tardiness	5
Physical or mental abuse, neglect or harassment	3
Violation of drug or alcohol policy.....	<u>1</u>
Total Charges	<u>34</u>

¹ The total exceeds the number of employees discharged and suspended because multiple charges were made against several employees.

(6) APPEALS OF GEOGRAPHICAL TRANSFER AND ALLOCATION

Employees who are involuntarily transferred from one geographic area of the state to another may appeal such transfers to the Commission. No geographical transfer appeals were filed during fiscal year 2021. There were no geographic transfer appeals pending as of June 30, 2021.

The Commission is also responsible for hearing employees' appeals from decisions of the Director of the Department of Central Management Services where an employee believes that their position is improperly allocated. In allocation appeals, the burden is on the employee to prove the Director of Central Management Services has not properly classified their position. No allocation appeals were filed during fiscal year 2021. There were no pending allocation appeals as of June 30, 2021.

(7) APPEALS OF LAYOFF

The Personnel Rules allow the layoff of certified employees due to lack of funds, material change in duties or organization, lack of work, and the abolition of a position or for any of these reasons. Employees who feel that they have been laid off in violation of the Personnel Code or Rules may, within 15 days following the effective date of layoff, file a written appeal to the Civil Service Commission. The Civil Service Commission is authorized to investigate the allegations made by the employee in the layoff appeal and may conduct a hearing if it is determined that substantial issues of fact or law remain unresolved. When the investigation is complete, a proposal for decision is issued by staff and submitted to the employee and agency. If adopted by the Commission, the decision becomes a final administrative decision. There were no layoff appeals filed during fiscal year 2021. There were no pending layoff appeals as of June 30, 2021.

(8) DECLARATORY RULING

The Rules of the Civil Service Commission allow for Declaratory Rulings as to material questions involving the interpretation of the Personnel Code, Personnel Rules, or final orders of the Commission upon petition by interested or effected parties. Declaratory Rulings are only advisory. No requests for Declaratory Ruling were filed during fiscal year 2021. No requests for declaratory ruling are pending as of June 30, 2021.

APPEALS FILED BY TYPE FOR THE FIVE-YEAR PERIOD ENDED JUNE 30, 2021

	2017	2018	2019	2020	2021	5 years TOTAL
Discharge	37	37	21	32	18	145
Suspension	9	3	4	2	5	23
Demotion	-	1	2	-	2	5
Rule Violation	1	8	3	8	5	25
Geographical Transfer	1	-	-	1	-	2
Allocation	-	-	-	-	-	-
Layoff	-	-	1	-	-	1
Declaratory Ruling	-	-	-	-	-	-
	48	49	31	43	30	201

DEMOGRAPHICS OF APPEALS FILED

The first chart shows the number of appeals filed by State employees of various races and the results of those appeals. The second chart breaks that information down by the work location of the employee filing the appeal. Each chart represents the cases in which the appeal had a final decision by the Commission. Only counties from which appeals were received are included on the chart. There were no final decisions on cases filed by any other race in fiscal year 2021.

Race of Employee	Number of Appeals	Times Discipline Upheld by Commission	Times Discipline Reduced by Commission	Times Appeal dismissed
White/Caucasian	15	7	2	6
Black/African American	12	2	3	7
Hispanic/Latino	3	0	0	3

County	Appeals by Black/African American Employees	Appeals by White/Caucasian Employees	Appeals by Hispanic/Latino Employees
Cook	5	0	2
Dekalb	0	0	1
Kane	2	0	0
Kankakee	1	0	0
LaSalle	0	1	0
Lawrence	0	3	0
Lee	0	1	0
Livingston	0	1	0
Logan	0	1	0
Macoupin	0	1	0
Madison	2	0	0
Perry	0	1	0
Rock Island	0	1	0
Sangamon	1	4	0
Schuyler	0	1	0
Will	1	0	0

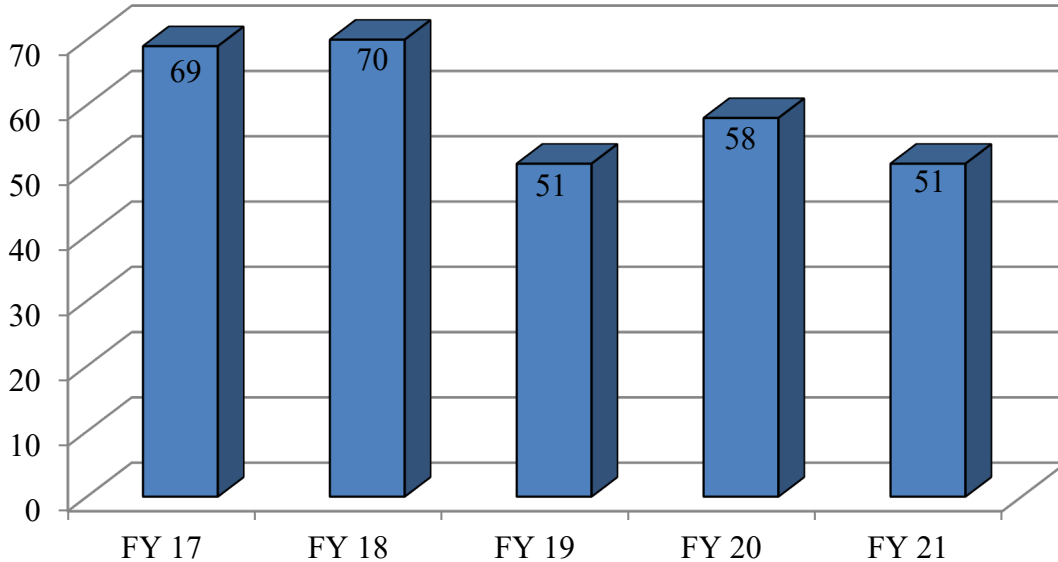
DECISIONS OF THE COMMISSION

A. <u>Substantive Actions by the Commission</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY20</u>	<u>FY21</u>
Appeals granted:					
Employees reinstated with suspension	8	5	6	5	4
Employees reinstated with no suspension	1	1	0	1	1
Layoff appeal granted	0	0	0	0	0
Rule Violation appeal granted	0	1	0	0	0
Declaratory Ruling request granted	0	0	0	0	0
Allocation appeal granted	0	0	0	0	0
Suspension appeal granted	1	1	0	0	0
<u>Subtotal</u>	<u>10</u>	<u>8</u>	<u>6</u>	<u>6</u>	<u>5</u>
Appeals denied:					
Discharge appeal denied	13	16	6	1	9
Position Allocation denied	0	0	0	0	0
Layoff appeal denied	0	0	0	0	0
Geographical Transfer appeal denied	0	0	0	0	0
Suspension appeal denied	3	1	1	0	0
Rule Violation appeal denied	1	2	3	1	3
Declaratory Ruling request denied	0	0	0	0	0
Demotion appeal denied	0	0	1	0	0
<u>Subtotal</u>	<u>17</u>	<u>19</u>	<u>11</u>	<u>2</u>	<u>12</u>
Total Substantive Actions	<u>27</u>	<u>27</u>	<u>17</u>	<u>8</u>	<u>17</u>
B. <u>Appeals dismissed with no decision on the Merits or interlocutory appeals²</u>					
Discharges	17	16	15	16	13
Demotions	0	0	2	0	2
Allocations and Declaratory Rulings	0	0	0	0	0
Layoff appeals	0	0	0	1	0
Geographical Transfers	1	0	0	1	0
Suspensions	1	6	1	4	2
Rule Violations	2	1	1	7	1
Total Non-Substantive Actions	<u>21</u>	<u>23</u>	<u>19</u>	<u>29</u>	<u>18</u>
C. <u>Appeals Pending at end of FY</u>	21	20	15	21	16
D. <u>Appeals Closed or Pending at end of FY</u>	69	70	51	58	51

² Includes appeals dismissed due to settlement, withdrawal, default (failure to appear or failure to respond to Commission inquiry) lack of jurisdiction, or other reasons.

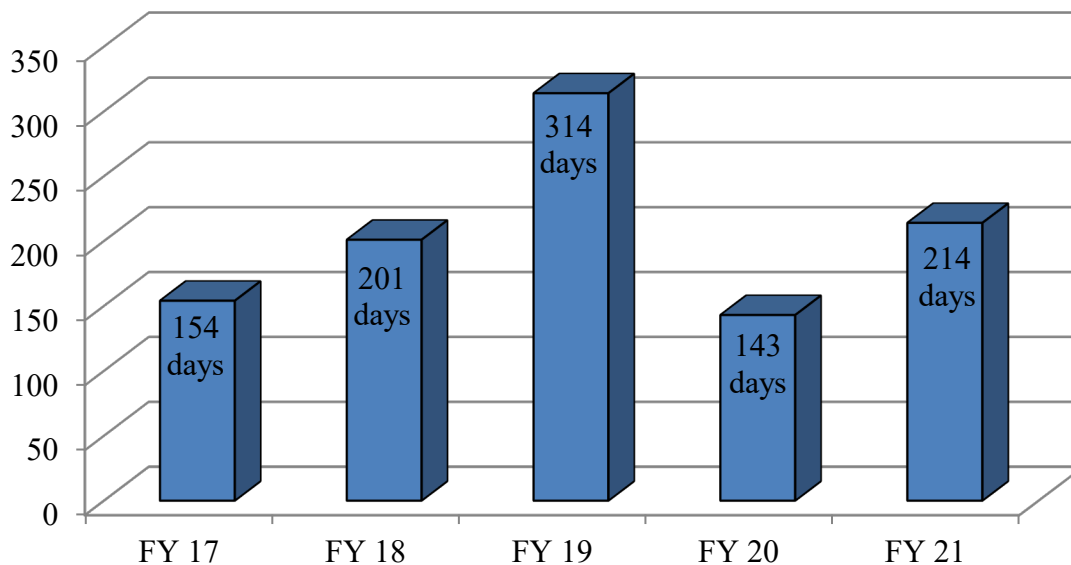
COMMISSION WORKLOAD Total Appeals Closed or Pending

As of June 30, 2021, there were a total of 16 appeals pending, with two of those from fiscal year 2020.



The chart below reflects the processing time for appeals that were concluded during fiscal years ended June 30. The time is calculated from the date the appeal was filed to the date the final decision of the Commission was rendered. This calculation is consistent with that reported on the Public Accountability Report issued by the Office of the Comptroller.

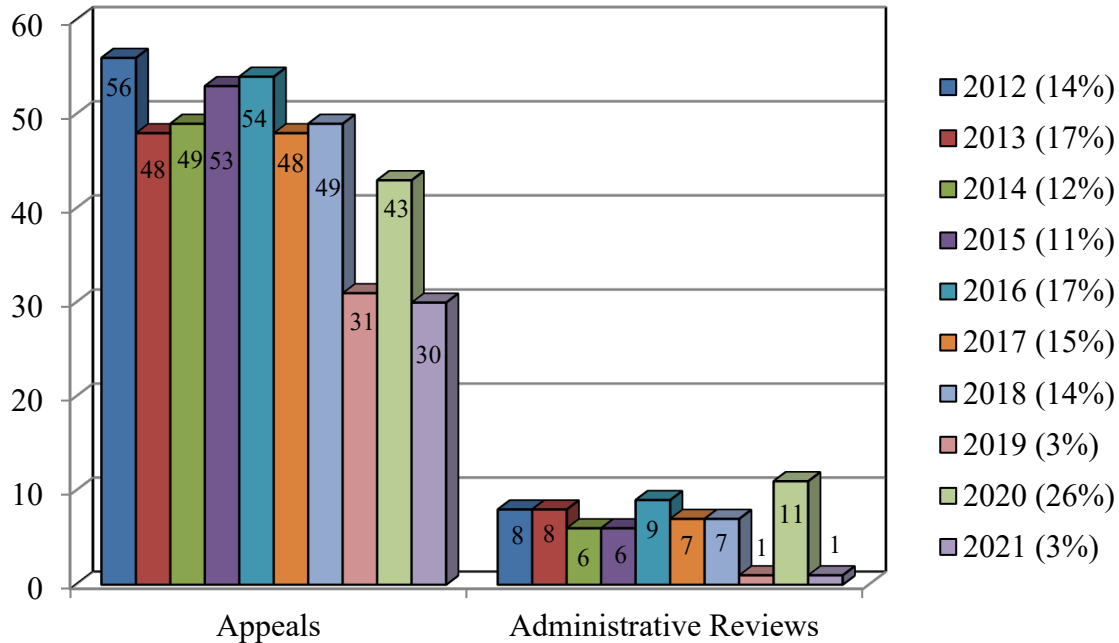
AVERAGE PROCESSING TIME (The goal is 180 days or less.)



The average processing time of 214 days for fiscal year 2021 was over the goal of 180 days because of uncertainty and the technological adjustments needed during the Covid-19 pandemic.

ADMINISTRATIVE REVIEW

Parties that wish to appeal decisions of the Commission may do so in accordance with the provisions of the Administrative Review Law (735 ILCS 5/Article III). The following chart shows the number of administrative reviews compared to the number of appeals filed with the Commission for each fiscal year. If an appeal was filed during fiscal year 2020 and one of the parties filed for Administrative Review during fiscal year 2021, the statistic will be counted for fiscal year 2020.



The following table shows the results and status of Administrative Reviews that were filed for fiscal years 2012 through 2021. This table shows Administrative Reviews by the year the appeal was filed, not by the year a court decision is ultimately rendered. The total of number of Administrative Review decisions can exceed the total number filed for the same year because decisions by both the Circuit Court and Appellate Court (if the Circuit Court decision was appealed) are counted separately.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
CSC upheld in Circuit Court	5	6	4	0	6	4	5	0	2	0
CSC reversed in Circuit Court	1	0	0	1	0	0	0	0	0	0
CSC upheld in Appellate Court	2	1	2	1	1	1	0	0	0	0
CSC reversed in Appellate Court	0	0	0	0	0	0	0	0	0	0
Remanded	2	1	0	1	0	0	0	0	0	0
Pending on 6/30	2	2	2	4	3	5	2	1	9	1

GRIEVANCE COMMITTEE

The Director of Central Management Services is required to appoint a grievance committee to hear Step 4 grievances comprising two employees of Central Management Services and one Commission employee with experience and knowledge in personnel administration and employee relations. The Commission participated in two Grievance Committee Meetings in Fiscal Year 2021.

TRAINING

In order to administer the State's merit system, agency administrators must have knowledge and expertise in all areas of personnel. Dealing with problem employees is often the most intimidating and frustrating aspect of personnel administration. It is the Commission's belief that while regrettable, discipline up to and including discharge is a necessary component of a good personnel system. The Commission, in an effort to make administrators aware of the requirements of successfully dealing with the disciplinary process, has offered agencies instruction in the disciplinary process. Numerous informal discussions on related issues occurred throughout the year between Commission staff and Agency administrators.

The Commission staff is available to employees and agency administrators to respond to a variety of procedural inquiries regarding the operation of the Commission.

INTERAGENCY COMMITTEE ON EMPLOYEES WITH DISABILITIES

The Chairman of the Commission is an ex officio member of the Interagency Committee on Employees with Disabilities that operates with no budget and no paid staff, and relies on the technical and financial support of its members and their respective agencies. The Chairman, through a representative of the Commission, participates in monthly meetings and disability awareness events throughout the year to address the diverse issues and concerns of the persons with disabilities employed by executive agencies of the State of Illinois.

STATE HISPANIC AND BILINGUAL EMPLOYMENT PLANS

The Civil Service Commission does not discriminate on the basis of religion, race, national origin, sex, age, handicap, or any other non-merit factor in providing employment opportunities.

Printed by authority of the State of Illinois on paper with recycled content

November 2021 – 31 copies @ \$1.52 each