

ILLINOIS CIVIL SERVICE COMMISSION

ANNUAL REPORT FOR

FISCAL YEAR 2024



Teresa C. Smith, Chair
G.A. Finch, Commissioner
David Luechtefeld, Commissioner
Judy McAnarney, Commissioner
Vivian Robinson, Commissioner

Thomas H. Klein
Executive Director



Thomas H. Klein
EXECUTIVE DIRECTOR

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Teresa C. Smith
CHAIR

COMMISSIONERS
G.A. Finch
David Luechtefeld
Judy McAnarney
Vivian Robinson

October 24, 2024

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 112th Annual Report and covers the period of July 1, 2023 through June 30, 2024. 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,


Teresa C. Smith, Chair


G.A. Finch, Commissioner


David Luechtefeld, Commissioner


Judy McAnarney, Commissioner


Vivian Robinson, 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>
Teresa C. Smith, Chair	May 1, 2029
G.A. Finch, Commissioner	March 1, 2027
David Luechtefeld, Commissioner	May 1, 2029
Judy McAnarney, Commissioner	May 1, 2029
Vivian Robinson, Commissioner	March 1, 2025

Teresa C. Smith

Teresa Smith is a seasoned human resource and change management leader who, champions for the creation of work and community environments that drive motivation and engagement among employees and volunteers. Her journey to her present position as Director of Human Resources at Levi, Ray, & Shoup, Inc. was paved through diverse leadership roles across healthcare, education, and government sectors.

Ms. Smith began her public leadership experience with the State of Illinois at the Department of Commerce and Economic Opportunity. Smith ascended to the role of Deputy Director for the Bureau of Personnel at the Illinois Department of Central Management Services. Her unique blend of government and educational experience led her to spearhead human resources as executive director for SIU School of Medicine. Ms. Smith's career is marked by a steadfast embrace of new challenges, managing comprehensive human resources functions from Civil Service Systems to Union interactions, always in adherence to governing laws and policies.

A collaborative leader, Ms. Smith has steered teams through strategic initiative development and organizational potential recognition. Her expertise extends to conflict resolution, labor relations negotiations, and strategic change management. As a SHRM member and FBI Citizens Academy Alumni Association alumna, she holds professional SPHR and SHRM-SCP human resource certifications, complemented by a Bachelor of Science from Illinois College and Master of Business Administration from the University of Illinois at Springfield.

Rooted in central Illinois, Ms. Smith and her husband are proud parents to two children.

G.A. Finch

G. A. Finch, a business attorney and an executive employment counsel, is Of Counsel at Hoogendoorn & Talbot LLP and is the General Counsel to Northeastern Illinois University. 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, Chicago Bar Association Dickerson Award, Chicago United Business Leader of Color 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, the Chicago Bar Foundation and Chicago Sinfonietta. 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.

Judy McAnarney

Judith McAnarney is a recent State government retiree, having served the citizens of Illinois for nearly 40 years. After a brief stint at the Illinois Auditor General's Office as a Performance Auditor, Judith worked at the Illinois Attorney General's Office, including serving in the role of Human Resources Director and EEO Officer. Judith then spent the next 10 plus years at the Illinois Comptroller's Office in the same role. She was also a member of the management bargaining unit contract negotiations team at both agencies.

During the course of her career, she served in exempt positions for 11 constitutional officers of both political parties. The last eight years were spent in the Governor's Office as the Director of Exempt Appointments and Director of External Human Resources. In this capacity she was a member of the team charged with overhauling the Illinois hiring process and the development of a

Comprehensive Employment Plan, as a result of the Shakman lawsuit. She worked with the Human Resources Departments in the Governor's Agencies to ensure that exempt positions were filled with qualified individuals.

Judith, a lifelong resident of Springfield, earned a bachelor's degree in business and a master's degree in communication from the University of Illinois/Springfield. She has been married to Barry for 49 years and they have three children and 3 precious grandchildren.

Her interests include social equity and inclusion for all, good government, and Autism awareness.

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.

OVERVIEW

The Civil Service Commission began the year seeking and receiving an appropriation of \$570,000 for fiscal year 2024. Due to unexpected high IT costs, the Commission requested and received a supplemental appropriation of \$35,000. Total spending for the fiscal year was \$557,808.60.

Fiscal year 2024 was another busy year for the Commission. The Commission received 64 new appeals, 20 more than in fiscal year 2023. The Commission closed 65 cases in fiscal year 2024.

Fiscal year 2024 saw the retirement of Sabrina Johnson, the Commission's Exemptions Monitor and Human Resources Director. Sabrina was a faithful servant of the State of Illinois, and we thank her whole-heartedly for her service. The Exemption Monitor duties have been taken over by Assistant Director Andrew Barris. Alexandra Myers was promoted and will take over as Human Resources Director, Chief Fiscal Officer, and other titles too numerous to name here.

Thank you for taking the time to review this Annual Report, and do not hesitate to reach out to us if you have any questions or if we can be of assistance.

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 2024, 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 2024, 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 2024 the Commission reviewed and acted on 47 amendments to the classification plan.

New classes approved	8
Revised classes approved	38
Abolished classes approved	1
Classes Withdrawn	0
Classes Rejected	<u>0</u>
	<u>47</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 52 exemption requests in fiscal year 2024. Of those, 47 were granted exemption, one was denied, and one was withdrawn. The Commission rescinded the 4d(3) exemption from three positions.

EXEMPTION ACTIVITY BY AGENCY

Aging	1 exemption granted
Agriculture	1 exemption granted
Central Management Services	1 exemption granted
Children and Family Services	3 exemptions granted
Commerce and Economic Opportunity	1 exemption granted
Corrections	3 exemption granted
Criminal Justice Information Authority	2 exemptions granted
Early Childhood	4 exemption granted
Emergency Management Agency	2 exemptions granted
Employment Security	2 exemption granted 1 exemption withdrawn
Healthcare & Family Services	4 exemption granted 2 rescissions granted
Human Rights Commission	1 exemption granted
Human Services	8 exemptions granted
Innovation & Technology	2 exemptions granted
Insurance	1 exemption granted
Juvenile Justice	3 exemptions granted
Labor	1 exemption granted
Law Enforcement Training & Standards Board	1 exemption granted
Prisoner Review Board	4 exemptions granted 1 exemption denied
Veterans Affairs	1 exemption granted 1 rescission granted

TECHNICAL ACTIONS BY THE COMMISSION

	FY20	FY21	FY22	FY23	FY24
<u>Class Specifications</u>					
New Classes Approved	11	67	26	8	8
Revised Classes Approved	42	5	55	14	38
Abolished Classes Approved	4	3	18	0	1
Classes Withdrawn	0	1	2	1	0
Classes Rejected	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>
TOTALS	<u>57</u>	<u>76</u>	<u>104</u>	<u>23</u>	<u>47</u>
 <u>4d(3) Exemptions</u>					
Exemption Requests Granted	87	32	54	37	47
Exemption Requests Denied	2	0	0	0	1
Exemption Requests Withdrawn	3	0	1	0	1
Exemption Reclassification Granted	0	2	0	0	0
Exemptions Rescinded	12	3	9	7	3
Exemption Rescissions Denied	0	0	0	0	0
Exemption Rescissions Continued	0	0	2	0	0
Exemption Rescissions Withdrawn	1	0	0	0	0
Exempt Positions Abolished	<u>7</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>
TOTALS	<u>112</u>	<u>37</u>	<u>69</u>	<u>44</u>	<u>52</u>
	<u>169</u>	<u>113</u>	<u>173</u>	<u>67</u>	<u>99</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 three rule violation appeals filed and five decisions rendered on appeals of Personnel Code and/or Rule Violation allegations in fiscal year 2024. Of those, four decisions resulted in a finding of no violation, and one was dismissed because it was withdrawn. There was one rule violation appeal pending as of June 30, 2024.

**(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 2024, there were 54 discharge appeals filed and the Commission rendered decisions in 52 appeals. The Commission reduced discharge to suspension in four appeals and denied 12 appeals. Three appeals were upheld, and the employee was reinstated with no discipline. Two appeals were dismissed for default. Nine appeals were dismissed for lack of jurisdiction because they were either exempt employees, filed a grievance, resigned, or filed untimely. The remaining 22 appeals were withdrawn or settled. There were 17 pending discharge appeals as of June 30, 2024.

There were six suspension appeals filed during fiscal year 2024 and seven decisions rendered by the Commission. The Commission denied one appeal. Two appeals were granted. The remaining four appeals were withdrawn or dismissed as interlocutory. There were two pending suspension appeals as of June 30, 2024.

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. One demotion appeal was filed during fiscal year 2024. One appeal was dismissed because the employee withdrew her appeal. There were no pending demotion appeals as of June 30, 2024.

CHARGES FOR DISCHARGE AND SUSPENSION¹

Conduct unbecoming a State employee	22
Exempt/probationary employee discharge; suspension pending discharge.....	1
Failure to follow procedures, regulations, rules or supervisory directives.....	5
Falsification of documents or providing false information	2
Inability to perform substantial job functions.....	3
Misuse or theft of state property.....	1
Unauthorized absences, failure to return from leave, tardiness.....	12
Physical or mental abuse, neglect or harassment	3
Discrimination, No paperwork.....	13
Violation of drug or alcohol policy	1
Failure to report secondary employment, Obtained PPP loan.....	15
Total Charges.....	<u>77</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 2024. There were no geographic transfer appeals pending as of June 30, 2024.

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 2024. There were no pending allocation appeals as of June 30, 2024.

(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 2024. There were no pending layoff appeals as of June 30, 2024.

(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 2024. No requests for declaratory ruling are pending as of June 30, 2024.

**APPEALS FILED BY TYPE
FOR THE FIVE-YEAR PERIOD ENDED JUNE 30, 2024**

	2020	2021	2022	2023	2024	5 years TOTAL
Discharge	32	18	27	42	54	173
Suspension	2	5	3	9	6	25
Demotion	-	2	1	-	1	4
Rule Violation	8	5	5	6	3	27
Geographical Transfer	1	-	-	-	-	1
Allocation	-	-	-	-	-	-
Layoff	-	-	-	-	-	-
Declaratory Ruling	-	-	-	-	-	-
	43	30	36	57	64	230

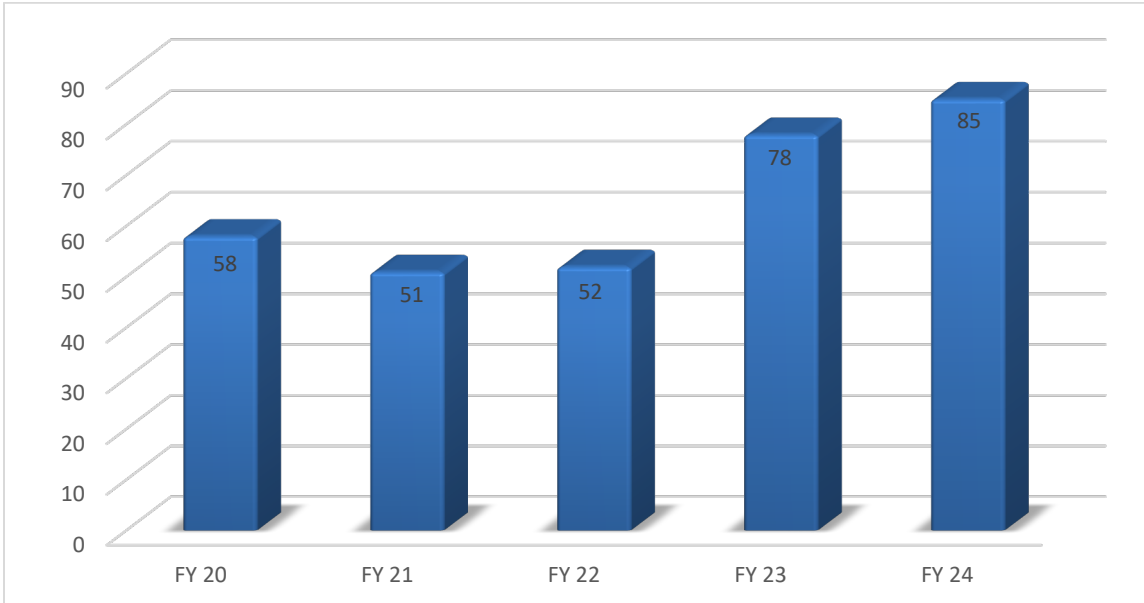
DECISIONS OF THE COMMISSION

A. <u>Substantive Actions by the Commission</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Appeals granted:					
Employees reinstated with suspension	5	4	2	8	4
Employees reinstated with no suspension	1	1	3	0	3
Layoff appeal granted	0	0	0	0	0
Rule Violation appeal granted	0	0	0	1	0
Declaratory Ruling request granted	0	0	0	0	0
Allocation appeal granted	0	0	0	0	0
Suspension appeal granted	0	0	0	0	2
Suspension appeal reduced	0	0	1	2	0
<u>Subtotal</u>	<u>6</u>	<u>5</u>	<u>6</u>	<u>11</u>	<u>9</u>
Appeals denied:					
Discharge appeal denied	1	9	2	10	12
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	0	0	0	2	1
Rule Violation appeal denied	1	3	4	6	4
Declaratory Ruling request denied	0	0	0	0	0
Demotion appeal denied	0	0	0	0	0
<u>Subtotal</u>	<u>2</u>	<u>12</u>	<u>6</u>	<u>18</u>	<u>17</u>
Total Substantive Actions	<u>8</u>	<u>17</u>	<u>12</u>	<u>29</u>	<u>26</u>
B. <u>Appeals dismissed with no decision on the Merits or interlocutory appeals</u> ²					
Discharges	16	13	16	20	33
Demotions	0	2	0	1	1
Allocations and Declaratory Rulings	0	0	0	0	0
Layoff appeals	1	0	0	0	0
Geographical Transfers	1	0	0	0	0
Suspensions	4	2	2	6	4
Rule Violations	7	1	0	1	1
Total Non-Substantive Actions	<u>29</u>	<u>18</u>	<u>18</u>	<u>28</u>	<u>39</u>
C. <u>Appeals Pending at end of FY</u>	21	16	22	21	20
D. <u>Appeals Closed or Pending at end of FY</u>	58	51	52	78	85

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.

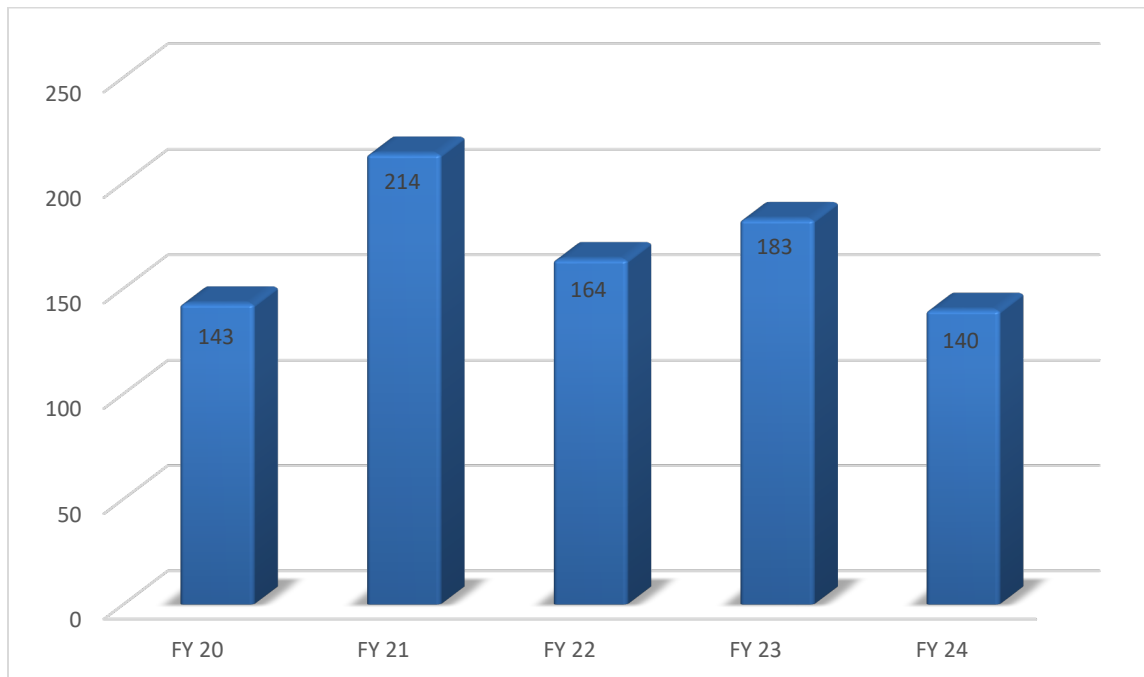
COMMISSION WORKLOAD Total Appeals Closed or Pending

As of June 30, 2024, there were a total of 20 appeals pending, with three from fiscal year 2023.



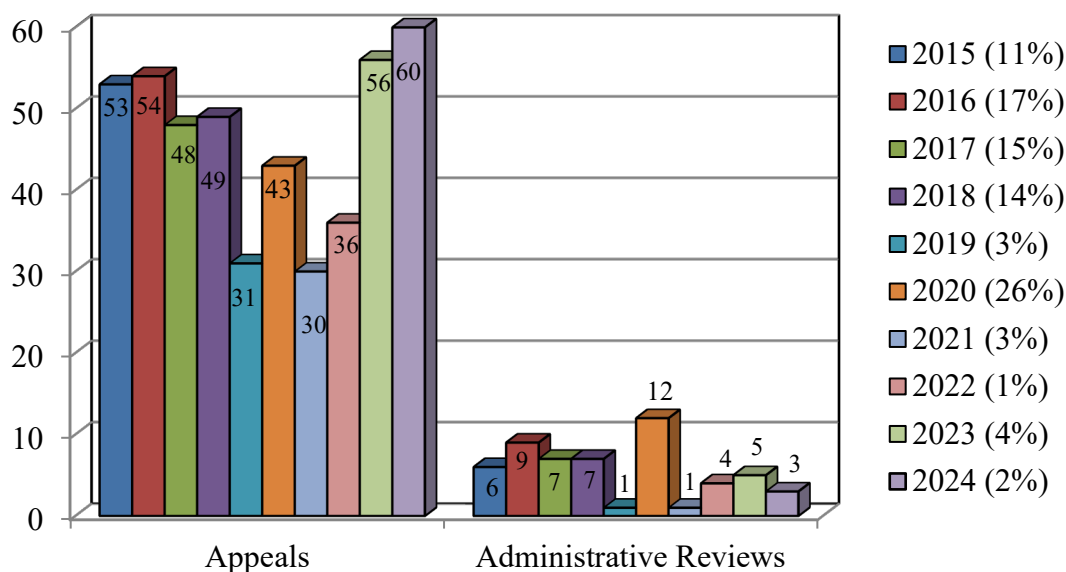
The chart below reflects the processing time for appeals that were concluded during fiscal years ended June 30. The time is calculated from the date the appeal was filed to the date the final decision of the Commission was rendered. This calculation is consistent with that reported on the Public Accountability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

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



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 2023 and one of the parties filed for Administrative Review during fiscal year 2024, the statistic will be counted for fiscal year 2023.



The following table shows the results and status of Administrative Reviews that were filed for fiscal years 2015 through 2024. 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.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
CSC upheld in Circuit Court	0	6	4	5	0	3	0	3	1	0
CSC reversed in Circuit Court	1	0	0	0	0	0	0	0	1	0
CSC upheld in Appellate Court	1	1	1	0	0	0	0	0	0	0
CSC reversed in Appellate Court	0	0	0	0	0	0	0	0	0	0
Remanded	1	0	0	0	0	0	0	0	0	0
Pending on 6/30	4	3	5	2	1	9	1	1	3	2

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 no Grievance Committee Meetings in Fiscal Year 2024.

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 staff is available to employees and agency administrators to respond to a variety of procedural inquiries regarding the operation of the Commission and the disciplinary process. Commission staff is also available to provide trainings to agency HR staff regarding the disciplinary process, such as how to write charges. Agencies interested in such training should contact the Commission.

INTERAGENCY COMMITTEE ON EMPLOYEES WITH DISABILITIES

The Chair 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 Chair, 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 2024 – 31 copies @ \$1.52 each