

**STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION**

**COMPLIANCE EXAMINATION**

**For the Two Years Ended June 30, 2013**

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
 COMPLIANCE EXAMINATION  
 For the Two Years Ended June 30, 2013

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STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2013

**AGENCY OFFICIALS**

Chairman	Chris Kolker (7/1/11 – 3/7/13) Vacant (3/8/13 – 3/9/13) Garrett P. FitzGerald (3/10/13 – Present)
Commissioner	Ares G. Dalianis (3/16/07 – 4/30/13) Vacant (5/1/13 – 8/1/13) Velisha Haddox (8/2/13 – 9/2/13) Vacant (9/3/13 – 10/10/13) Casey Urlacher (10/11/13 – Present)
Commissioner	Barbara Peterson (7/1/11 – 10/25/11) Vacant (10/26/11 – 3/11/12) Anita M. Cummings (3/12/12 – Present)
Commissioner	Raymond Ewell (7/1/11 – 10/25/11) Vacant (10/26/11 – 10/27/11) Garrett P. FitzGerald (10/28/11 – 3/9/13) Vacant (3/10/13 – 8/1/13) James Anderson (8/2/13 – Present)
Commissioner	Betty Bukraba (7/1/11 – 10/25/11) Vacant (10/26/11 – 10/27/11) Susan Moylan Krey (10/28/11 – Present)
Executive Director	Daniel Stralka
Assistant Director	Andrew Barris

Commission offices are located at:

607 East Adams Street, Suite 801  
Springfield, Illinois 62701

160 North LaSalle, Suite S-901  
Chicago, Illinois 60601



Daniel Stralka  
EXECUTIVE DIRECTOR

State of Illinois  
**CIVIL SERVICE COMMISSION**  
607 E. Adams Street, Suite 801  
Springfield, IL 62701  
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Garrett P. FitzGerald  
CHAIRMAN

COMMISSIONERS  
James B. Anderson  
Anita M. Cummings  
Susan Moylan Krey  
Casey Urlacher

November 5, 2013

Honorable William G. Holland  
Auditor General  
State of Illinois

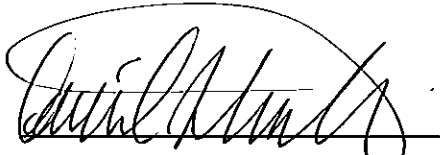
Sir:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the Illinois Civil Service Commission. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Illinois Civil Service Commission's compliance with the following assertions during the two-year period ended June 30, 2013. Based on this evaluation, we assert that during the years ended June 30, 2012 and June 30, 2013, the Commission has materially complied with the assertions below.

- A. The Illinois Civil Service Commission has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Civil Service Commission has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Civil Service Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Illinois Civil Service Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Yours very truly,

Illinois Civil Service Commission

A handwritten signature in cursive script, appearing to read "Dan Stralka", written over a horizontal line.

(Dan Stralka, Executive Director)

A handwritten signature in cursive script, appearing to read "Brian G. Collins", written over a horizontal line.

(Brian Collins, Fiscal Officer)

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2013

**COMPLIANCE REPORT**

**SUMMARY**

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

**ACCOUNTANT'S REPORT**

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>Current Report</u>	<u>Prior Report</u>
Findings	0	0
Repeated findings	0	0
Prior recommendations implemented or not repeated	0	0

**EXIT CONFERENCE**

The Civil Service Commission declined an exit conference.

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740 EAST ASH • 62703-3154  
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FAX: 217/785-8222 • TTY: 888/261-2887  
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MICHAEL A. BILANDIC BLDG. • SUITE 5-900  
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FRAUD HOTLINE: 1-855-217-1895

OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

INDEPENDENT ACCOUNTANT'S REPORT ON STATE COMPLIANCE,  
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON  
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable William G. Holland  
Auditor General  
State of Illinois

**Compliance**

We have examined the Illinois Civil Service Commission's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2013. The management of the Illinois Civil Service Commission is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Civil Service Commission's compliance based on our examination.

- A. The Illinois Civil Service Commission has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Civil Service Commission has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Civil Service Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Illinois Civil Service Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the Illinois Civil Service Commission's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered

necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Illinois Civil Service Commission's compliance with specified requirements.

In our opinion, the Illinois Civil Service Commission complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2013.

### **Internal Control**

Management of the Illinois Civil Service Commission is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the Illinois Civil Service Commission's internal control over compliance with the requirements listed in the first paragraph of this report to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the Illinois Civil Service Commission's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Civil Service Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As required by the Audit Guide, immaterial findings excluded from this report have been reported in a separate letter.

### **Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary



information for the years ended June 30, 2013 and June 30, 2012 in Schedules 1 through 8 and the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2013 and June 30, 2012 accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2011 accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, agency management, and the Illinois Civil Service Commission and is not intended to be and should not be used by anyone other than these specified parties.



BRUCE L. BULLARD, CPA  
Director of Financial and Compliance Audits

Springfield, Illinois

November 6, 2013

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**STATUS OF MANAGEMENT AUDIT OF EXEMPTIONS  
 GRANTED BY THE CIVIL SERVICE COMMISSION**  
 For the Two Years Ended June 30, 2013

**Exemptions Granted by the Civil Service Commission**

House Resolution Number 140 directed the Auditor General to conduct an audit of exemptions granted by the Civil Service Commission pursuant to its authority under item (3) of subsection (d) of Section 4 of the Personnel Code. The audit released in June 2010 contained six recommendations. This is the second follow-up completed by the Office of the Auditor General. We reviewed the two outstanding recommendations from the previous follow-up. The Summary of Recommendation Status chart (Exhibit 1) shows that the Commission implemented one of the remaining two recommendations.

Exhibit 1 SUMMARY OF RECOMMENDATIONS			
Recommendations	Implemented?		
	Yes	Partially	No
Documenting Precedents	X		
Monitoring Approved Positions			X
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

The following contains a brief synopsis of each of the two outstanding recommendations from the audit and the status of the recommendations.

**Recommendation 2 – Documenting Precedents**

**Synopsis of Finding:**

Over the years, the Commission has established various precedents for approving exempt positions. The Commission at times approves exemptions even though they do not meet the guidelines in its own rules. The established precedents are informal and are not documented in Commission policy. Commission officials noted that the Commission may look at past precedent but that every position up for approval is unique and is considered on its own merits.

Although not documented in a policy, the Commission appears to be aware of its past actions and tries to remain consistent with those past actions. Documenting the Commission’s past precedent would assist agencies submitting exemption requests and would help ensure consistency in granting exemptions.

**Recommendation:**

*The Civil Service Commission should examine its past decisions and document any precedents that have been established. This could include the factors considered by the Commission when the precedents were established and when approving positions based on these precedents.*

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**STATUS OF MANAGEMENT AUDIT OF EXEMPTIONS  
GRANTED BY THE CIVIL SERVICE COMMISSION**  
For the Two Years Ended June 30, 2013

**Recommendation 2 – Documenting Precedents (Continued)**

**Status:**

Implemented - The Commission's Historical Notes document is completed with the first entry from 1958 and the last entry from 2001. The impetus for creating the Historical Notes document was to be able to fully respond to the management audit. As it was being created, it became clear that such a compilation would have an ongoing value as a reference tool to capture and preserve Commission determinations and pronouncements with regard to granting and rejecting requests for principal policy exemptions. In addition, the Commission has recently undergone (and is undergoing) a 100% turnover in Commissioners. Besides just a reference tool, the Historical Notes document is also proving its worth as an educational guide for new Commissioners in this area of Commission responsibility. A copy has been provided to all new Commissioners upon their appointment along with a standard "welcome" letter setting forth their base responsibilities.

The significance of all this is that it is now anticipated that the Historical Notes document will *never* be completed as originally anticipated. Any new and novel determinations and pronouncements will be added as they occur, like any ongoing reference resource.

**Recommendation 3 – Monitoring Approved Positions**

**Synopsis of Finding:**

Once a position is approved for exempt status, neither the Commission nor CMS monitors the exempt position to ensure that the duties being performed match the job description. As specified in statute, the Commission approves positions for exemption based on whether the positions involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out. Job descriptions could be tailored to meet this broad definition.

When asked, Commission officials stated that they are unable to monitor the actual duties due to a lack of manpower. The Commission employs only four full time staff – an Executive Director, an Assistant Executive Director, a fiscal officer, and an administrative/clerical staff person. CMS officials also stated that they do not monitor the duties being performed in the exempt positions.

While not specifically required by statute or the administrative rules, monitoring positions would help ensure that the duties performed match the job descriptions and are being used as presented at the time of approval. Monitoring could include periodically sampling positions identified by the Commission. These positions could include, for example, ones where the Commission had questions during the approval process about the duties being performed.

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**STATUS OF MANAGEMENT AUDIT OF EXEMPTIONS  
GRANTED BY THE CIVIL SERVICE COMMISSION**  
For the Two Years Ended June 30, 2013

**Recommendation 3 – Monitoring Approved Positions (Continued)**

**Recommendation:**

*The Civil Service Commission should work with CMS to monitor exempt positions to ensure that duties being performed match the job description and are being used as presented at the time of approval.*

**Status:**

Not Implemented - From the Commission's perspective, there has been no change in the status of this recommendation. As previously indicated, the Commission is continuously informally monitoring positions to ensure that the duties performed match those presented at the time of approval. One example would be the 27 exempt Media Administrator positions at Central Management Services. Commission staff reviews agency press releases, newspaper articles or television reports that identify agency spokespersons to ensure it is the individual occupying the Media Administrator position performing these duties. Another example would be the follow-up the Commission did with the recent LAC141 management audit of management positions. Agencies were required to provide additional information to the Commission for 43 positions identified in the audit as being non-managers. A final example would be the recent discovery that the incumbent in an exempt position is only working 22 hours per week. Commission staff has initiated an inquiry to determine if that is consistent with a principal policy exempt position.

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2013

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

**SUMMARY**

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
  - Schedule of Appropriations, Expenditures and Lapsed Balances
  - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
  - Schedule of Changes in State Property
  - Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller
  - Analysis of Significant Variations in Expenditures
  - Analysis of Significant Variations in Receipts
  - Analysis of Significant Lapse Period Spending
  
- Analysis of Operations (Not Examined):
  - Agency Functions and Planning Program (Not Examined)
  - Average Number of Employees (Not Examined)
  - Service Efforts and Accomplishments (Not Examined)

The accountant's report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2013 and June 30, 2012 in Schedules 1 through 8. However, the accountants do not express an opinion on the supplementary information. The accountant's report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2013  
 Fourteen Months Ended August 31, 2013

P.A. 97-0727 P.A. 98-0001	Appropriations (Net After Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to August 31	Total Expenditures	Balances Lapsed
General Revenue Fund - 001					
Personal Services	\$ 248,700	\$ 238,338	\$ 10,362	\$ 248,700	\$ -
State Contributions to Social Security	19,100	17,577	759	18,336	764
Lump Sums for Operational Expenses	110,700	90,239	19,041	109,280	1,420
 Total Fiscal Year 2013	 <u>\$ 378,500</u>	 <u>\$ 346,154</u>	 <u>\$ 30,162</u>	 <u>\$ 376,316</u>	 <u>\$ 2,184</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from Commission records and have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2012  
 Eighteen Months Ended December 31, 2012

P.A. 97-0057 P.A. 97-0642	Appropriations (Net After Transfers)	Expenditures through June 30	Lapse Period Expenditures July 1 to December 31	Total Expenditures	Balances Lapsed
General Revenue Fund - 001					
13 Personal Services	\$ 248,700	\$ 238,338	\$ 10,362	\$ 248,700	\$ -
State Contributions to Social Security	18,344	17,579	764	18,343	1
Contractual Services	64,866	61,292	3,280	64,572	294
Travel	18,338	16,900	1,438	18,338	-
Commodities	595	591	-	591	4
Printing	-	-	-	-	-
Equipment	65	63	-	63	2
Telecommunications	3,881	3,226	655	3,881	-
<b>Total Fiscal Year 2012</b>	<b>\$ 354,789</b>	<b>\$ 337,989</b>	<b>\$ 16,499</b>	<b>\$ 354,488</b>	<b>\$ 301</b>

Note: Appropriations, expenditures, and lapsed balances were obtained from Commission records and have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

## CIVIL SERVICE COMMISSION

**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,  
EXPENDITURES AND LAPSED BALANCES**

For the Fiscal Years Ended June 30, 2013, 2012, and 2011

	Fiscal Year		
	2013	2012	2011
General Revenue Fund - 001	P.A. 97-0727 P.A. 98-0001	P.A. 97-0057 P.A. 97-0642	P.A. 96-0956
Appropriations (Net After Transfers)	\$ 378,500	\$ 354,789	\$ 369,200
<u>Expenditures</u>			
Personal Services	\$ 248,700	\$ 248,700	\$ -
State Contributions to Social Security	18,336	18,343	-
Contractual Services	-	64,572	-
Travel	-	18,338	-
Commodities	-	591	-
Printing	-	-	-
Equipment	-	63	-
Telecommunications	-	3,881	-
Lump Sum for Operational Expenses	109,280	-	340,285
Total Expenditures	376,316	354,488	340,285
Lapsed Balances	\$ 2,184	\$ 301	\$ 28,915
State Officers' Salaries (1)			
General Revenue Fund - 001	P.A. 97-0726	P.A. 97-0056	P.A. 96-0956
Appropriations	\$ 131,800	\$ 131,800	\$ 131,800
<u>Expenditures</u>			
Chairman	25,843	30,286	29,006
Commission Members	92,840	90,989	96,624
Total Expenditures	118,683	121,275	125,630
Lapsed Balances	\$ 13,117	\$ 10,525	\$ 6,170

(1) Note: State Officers' salaries are paid from the appropriation from the Office of the Comptroller.

Note: The Fiscal Year 2011 expenditures and lapsed balances do not reflect interest payments approved and submitted after August.



STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
 For the Two Years Ended June 30, 2013

	Fiscal Year	
	2012	2013
Balance at July 1,	\$ 50,330	\$ 48,341
Additions	5,614	823
Deletions	(7,603)	(3,637)
Net Transfers	-	-
Balance at June 30,	\$ 48,341	\$ 45,527

Note: This schedule was prepared from the Agency Report of State Property Quarterly Reports and reconciled to the Commission's records.

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS  
 AND RECONCILIATION OF CASH RECEIPTS TO  
 DEPOSITS REMITTED TO THE STATE COMPTROLLER**  
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	2013	2012	2011
<b><u>General Revenue Fund - 001</u></b>			
Reimbursement for Jury Duty / Recoveries	\$ -	\$ -	\$ 17
FOIA request copies	-	455	3
Total Receipts per Commission Records	-	455	20
Add: Deposits in Transit, Beginning of Year	-	-	-
Less: Deposits in Transit, End of Year	-	-	-
Deposits Recorded by the Comptroller	<u>\$ -</u>	<u>\$ 455</u>	<u>\$ 20</u>

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2013

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2012 AND 2011**

**General Revenue Fund - 001**

For Fiscal Year 2012, the Civil Service Commission received individual appropriations designated for specific purposes rather than a lump sum for operational expenses appropriation. For Fiscal Year 2011, the Civil Service Commission received a lump sum appropriation for all General Revenue Fund expenditures.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2013 AND 2012**

**General Revenue Fund - 001**

For Fiscal Year 2013, the Civil Service Commission received a lump sum appropriation for all General Revenue Fund expenditures except personal services and the State Contributions to Social Security. For Fiscal Year 2012, the Civil Service Commission received individual appropriations designated for specific purposes.

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS**  
For the Two Years Ended June 30, 2013

The Commission receives minimal receipts consisting mainly of reimbursement for jury duty and recoveries and copy charges. These receipts are expected to fluctuate between fiscal years. There were no significant variations in receipts between Fiscal Years 2013, 2012, and 2011.

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING**  
For the Two Years Ended June 30, 2013

**FISCAL YEAR 2012**

There were no significant expenditures made during the Fiscal Year 2012 lapse period.

**FISCAL YEAR 2013**

**General Revenue Fund – 0001**

Lump Sum for Operational Expenses

The Civil Service Commission paid \$19,041 for services incurred prior to June 30, 2013, including \$7,569 for the installation of a security system and \$4,727 for wiring data and phone lines at the Commission's new location; \$3,324 for new computer systems for staff; and \$3,421 for travel reimbursement, office supplies, and desk equipment.

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
**AGENCY FUNCTIONS AND PLANNING PROGRAM**  
For the Two Fiscal Years Ended June 30, 2013  
(Not Examined)

**FUNCTIONS**

The Civil Service Commission (Commission) is a 5-member body appointed by the Governor with the advice and consent of the Senate established by the Personnel Code. The Commission is an integral part of the State of Illinois system of personnel administration based on merit principles and scientific method. The Commission's specific duties and powers are set forth by the Personnel Code (20 ILCS 415/10).

The Commission's main responsibility is to hear and determine employee appeals of discharges, suspensions, transfers, allocations, layoffs and demotions. In addition, the Commission approves exemptions from Jurisdiction B of the Personnel Code for those positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or the way in which policies are carried out. The Commission also approves or disapproves proposed additions or amendments to the Personnel Rules or position classification plan. The Commission has the authority to direct compliance in writing with the requirements of the Personnel Code or Rules when a violation is found.

**PLANNING PROGRAM**

The Commission has established a five-year plan. The Executive Director of the Commission monitors the plan on an on-going basis and reports to Commission members on a monthly basis.

Included in the current five-year plan are goals that have been developed in order to achieve the objective stated in the Commission's Mission Statement. The Commission's current long-range goals were established in Fiscal Year 2010. The long-range goals generally address two areas:

- Technology – The Commission will continue to expand its use of technology with the introduction of its website. The introduction of updated Rules of Practice will provide opportunities for agreeable parties to conduct more preliminary hearing activities electronically.
- Procedures – The Commission will develop procedure manuals for the most common activities to institutionalize Commission practices.

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**AVERAGE NUMBER OF EMPLOYEES**  
 For the Two Years Ended June 30, 2013  
 (Not Examined)

The following table, prepared from Commission records, presents the average number of employees and average number of commissioners for the Fiscal Years ended June 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Executive Director	1	1	1
Assistant Executive Director	1	1	1
Fiscal Officer	1	1	1
Administrative and Clerical	1	1	1
Total average full-time employees	<u>4</u>	<u>4</u>	<u>4</u>
Commissioners	<u>4</u>	<u>5</u>	<u>5</u>

STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2013  
 (Not Examined)

**DECISIONS OF THE COMMISSION IN APPEALS**

	<b>Fiscal Year</b>		
	<b><u>2013</u></b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Actions by the Commission			
Appeals granted:			
Employees reinstated with suspension	1	10	9
Employees reinstated with no suspension	3	1	2
Layoff appeal granted	-	-	-
Rule violation appeal granted	1	1	2
Declaratory ruling granted	1	-	-
Allocation appeal granted	2	-	-
Suspension appeal granted	1	-	-
Totals	<u>9</u>	<u>12</u>	<u>13</u>
Appeals denied:			
Discharge appeal denied	8	11	20
Position allocation denied	-	-	-
Layoff appeal denied	-	-	1
Geographic transfer appeal denied	-	-	-
Suspension appeal denied	-	1	-
Rule violation appeal denied	4	5	3
Declaratory ruling	-	-	-
Totals	<u>12</u>	<u>17</u>	<u>24</u>
Total substantive actions by the Commission	<u>21</u>	<u>29</u>	<u>37</u>
Appeals dismissed with no decision on the merits			
Discharges	17	21	17
Demotions	1	1	1
Position allocations	-	-	-
Layoff appeals	1	-	2
Geographical transfers	1	-	2
Suspensions	3	4	4
Rule violations	-	3	4
Totals	<u>23</u>	<u>29</u>	<u>30</u>
Appeals pending at the end of the Fiscal Year	<u>25</u>	<u>21</u>	<u>23</u>
Total appeals closed or pending at the end of the Fiscal Year	<u><u>69</u></u>	<u><u>79</u></u>	<u><u>90</u></u>



STATE OF ILLINOIS  
 CIVIL SERVICE COMMISSION  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2013  
 (Not Examined)

**TECHNICAL ACTIONS BY THE COMMISSION**

	<b>Fiscal Year</b>		
	<b><u>2013</u></b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Class specifications			
Revisions not approved	-	-	1
New classes approved	8	10	5
Revised classes approved	16	7	8
Abolished classes approved	4	2	-
Totals	<u>28</u>	<u>19</u>	<u>14</u>
4d(3) Exemptions			
Exemption requests granted	55	40	52
Exemption requests denied	7	2	8
Exemptions rescinded	19	12	18
Exemption rescissions denied	35	39	30
Exemption requests withdrawn	13	4	-
Exemption positions abolished	3	20	5
Totals	<u>132</u>	<u>117</u>	<u>113</u>
Total technical actions	<u><u>160</u></u>	<u><u>136</u></u>	<u><u>127</u></u>