

TO: Elizabeth Borman, Chief Examiner, and Civil Service Commission

FROM: Human Resources Staff

RE: Request to Establish Passing Scores for Civil Service Positions excluding Firefighter/EMT and Entry-level Police Officer

DATE: February 24, 2021

Action Requested

Human Resources staff requests the Commission to establish the passing score for all Civil Service positions based on the minimum qualifications of education and experience of each respective position for original entry examinations, unless otherwise specified. This request excludes the positions of Firefighter/EMT, for which passing scores are prescribed in part by Illinois State statute, and Entry-level Police Officer.

Background and Authority

Minimum qualifications for each Civil Service position excluding Entry-level Police Officer and Firefighter/EMT are established by the Commission when new classifications are established or when a change in duties is recommended via the Appointing Authority, per Sections 2.4 and 2.5 of the Civil Service Rules:

2.4—Classification of New Positions. Before a new position is established, the Appointing Authority shall recommend to the Commission its allocation to an appropriate class. The department head desiring to establish a new position shall present, through the Appointing Authority, to the Commission a full statement of the duties, responsibilities of the new positions, together with his recommendations regarding title, qualifications needed and rates of compensation.

2.5—Changes in Duties. No substantial change in duties or responsibilities, of any existing position shall be made, without the approval of the Appointing Authority. Any permanent changes that may result in a change in qualifications and requirements must be approved by the Commission through a request that a new position be created in accordance with procedures set forth in Section 2.4.

Establishment of passing scores based on minimum qualifications allows for any candidate meeting those qualifications to be placed on the register of eligibles at each original entry examination, allowing for a wider and often more diverse candidate pool. All applications are scored based on these qualifications, as well as preferred attributes such as certifications, advanced training, and years of experience.

Recommendation

It is recommended that the Commission establish passing scores for all Civil Service positions, excluding Firefighter and Entry-level Police Officer.