

PROPERTY TAX APPEAL BOARD

Government Services/Executive Agency

FY14 Headcount: 39

<http://www.state.il.us/agency/ptab/>

Summary of Agency Operations

The Property Tax Appeal Board (PTAB) is a quasi-judicial body that determines the correct assessment of property based on a fair and impartial hearing before a professional staff of administrative law judges. Appeals are conducted according to official rules and practices established by the board.

Internal Hiring

Agency positions subject to restrictions based on criminal history

Agency policy to conduct a criminal history record check on all employee titles:

Senior Public Service Administrator; Public Service Administrator; Public Service Administrator; Executive 2; Administrative Assistant 1 and 2; Information System Analyst 2; Information Specialists 1 and 2; Technical Advisor 2 and 3; Appraisal Specialist 2 and 3; Private Secretary; Office Administrator 3; Office Coordinator; Office Associate; Office Assistant

Statutory restrictions applicable to internal hiring

None

Policy restrictions located in Employee handbook, stated as “agency discretion in determining disqualifying offenses”

System of personnel administration

Personnel Code [20 ILCS 415]

Title 80, Ill Admin Code, Section 302.130 Removal of names from eligible list

See section IV. of the Final Report for the enumerated criminal history restrictions in the Personnel Code related to being qualified for open competitive examinations and subsequent appointment.

Criminal history record check procedures

1) Self-disclosure on application

Yes (CMS 100 and Request for Release of Information forms), per agency’s report to the Task Force

2) Background check review procedure

Disqualifying offenses not listed in Department policy (Employee handbook). Per agency report to the Task Force, the Board makes an individualized assessment of each candidate and job position.

Property Tax Appeal Board

Exemption, waiver, or review mechanisms

None referenced in agency's report to the Task Force

Number of job applicants who were subject to a criminal history records check in 2010-2011

Not stated in agency's report to the Task Force

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

Contracting restrictions based on criminal history, by statute or regulation

Illinois Procurement Code [30 ILCS 500/]

30 ILCS 500/50-2 (Continuing disclosure; false certification)

30 ILCS 500/50-5 (Bribery)

30 ILCS 500/50-5 (c) (Conduct on behalf of business)

30 ILCS 500/50-10 (Felons)

30 ILCS 500/50-10.5 (Prohibited bidders and contractors)

See section IV. of this report for a discussion of criminal history-based restrictions on contracting with the State in the Illinois Procurement Code.

Summary of Employment Restrictions from Agency Report

The Property Tax Appeal Board (PTAB) identifies candidates' criminal history information through the Examining/Employment Application (CMS100) and the Illinois State Police Request for Release of Information.

The Property Tax Appeal Board has not had an occasion to review any criminal record provided by an applicant or by the Illinois State Police.