

# **ILLINOIS ARTS COUNCIL**

## **Economic Development and Infrastructure/Executive Agency**

**FY14 Headcount: 17**

<http://www.arts.illinois.gov/>

### **Summary of Agency Operations**

The Illinois Arts Council (IAC) provides technical and financial assistance to artists, arts organizations, schools, units of government and other arts providers. Each year, IAC grantees generate a workforce of more than 120,000 people. IAC initiatives promote economic growth through community and downtown revitalization projects and support after-school programs for at-risk youth. An expanded focus for IAC is to enhance fundraising, outreach and management capacities for organizations and artists.

### **Internal Hiring**

#### **Agency positions subject to restrictions based on criminal history, by statute, regulation**

None

#### **Agency positions subject to restrictions based on agency policy:**

All, enumerated below:

3 SPSA's, Option 1 – Executive Director, Deputy Director and Chief of Staff

2 PSA's Option 1 – Director of Programs and Director of Administration

1 PSA, Option 2 – Chief Fiscal Officer

1 Private Secretary 2

5 Arts Council Program Coordinators – Directors of: Arts-in-Education; Arts tour, Performing Arts & Partners in Excellence; Community Arts Development: Ethnic and Folk Arts, Literature & Presenters; Visual Arts, Media Arts, & Multi-Disciplinary Arts.

1 Arts Council Program Representative – Arts and Foreign Language

1 Accountant Supervisor

1 Accountant

1 Office Associate

#### **Statutory restrictions applicable to internal hiring**

None

#### **Agency policy restrictions applicable to internal hiring**

Per agency's report to the Task Force, it has been a practice with the Illinois Arts Council (IAC) to submit the required "Request for Release of Information Form" to the Department of Central Management Services Personnel Division before the applicant is hired. In the CMS Transaction Manual under Attachments Required D. CMS-284 – Request for Release of Information:

"Required for all newly appointed employees. A newly appointed employee is interpreted to be an individual who has never been employed under this Merit System or any individual who may have been previously employed under this Merit System but has had more than a four-day break

## Illinois Arts Council

in service and, therefore, begins with a new Continuous Service Date. Original CMS-284 is submitted with the appointment documents and a record of each new appointment is forwarded by Central Management Services to the Department of State Police. The Departments of Corrections, Children and Family Services, Professional Regulation, Revenue and State Police are exempt from this requirement due to their statutory authorization to receive confidential information. If the employee refuses to complete and/or sign the CMS-284 shall have no adverse impact upon employment consideration and appointment.”

### **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.

### **Background Check Procedures:**

#### **(1) Self-disclosure on application**

Yes, CMS 100 and CMS 284 (Request for Release of Information form)

#### **(2) Background check review procedure**

Applicant discloses on CMS100 Employment Application and fills out Request for Release of Information form prior to being hired. The Illinois State Police conduct a background check. Executive Director will use his discretion in reviewing any criminal history information

### **Exemption, waiver, or review mechanisms**

Not mentioned in agency’s report to the Task Force.

### **Total number of people who underwent a background check between 2010-2012**

4 (3 Temporary Appointments and 1 Permanent Employee)

4 individuals underwent a criminal history background check.

None were merely required to disclose criminal history without a criminal background check.

None were disqualified and none sought an exemption or waiver

### **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)

## Illinois Arts Council

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**

Per agency policy, applicants for positions within the Illinois Arts Council disclose any criminal history on the CMS100 Employment Application and are subject to the CMS-284 Request for Release of Information form. These are Central Management Services (CMS) hiring procedures to be followed by agencies under the **Personnel Code [20 ILCS 415]**.

The Illinois State Police conduct the background check. Deeming an applicant disqualified for employment is at the discretion of the Executive Director.

In the past two years, four applicants underwent a criminal history background check. None were deemed disqualified and none sought waiver.