

# **DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**

## **Government Services/Executive Agency**

**FY14 Headcount: 1,497**

<http://www2.illinois.gov/cms/Pages/default.aspx>

### **Summary of Agency Operations**

The Department of Central Management Services (CMS) provides cost-effective administration of property management, information technology, telecommunications, human resources, employee benefits, purchasing, legal services, vendor and employee diversity programs. In addition, CMS Bureau of Personnel is responsible for the development and administration of the State's merit employment system in accordance with the provisions outlined in the State Personnel Code, Personnel Rules, Pay Plan, Position Classification Plan, current collective bargaining agreements and other applicable laws. Specific responsibilities include: recruitment and counseling of candidates for state employment; development and administration of testing and selection instruments; establishment and implementation of classification and compensation standards; employee and agency transaction and payroll certification; and administration of the Rutan Supreme Court decision.

### **Internal Hiring**

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

All agency employees, by agency policy (titles enumerated in the agency's report to the Task Force)

#### **Authorization for restriction of applicant**

##### **a) Statutory restrictions, regulatory restrictions applicable to internal hiring**

None

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

Per agency's report to the Task Force, CMS considers the nature of the offense, the number of offenses, the candidate's completion of sentence, the time elapsed since conviction, whether the offense is related to the nature and duties of the position sought, and the candidate's education or work experience since conviction to determine eligibility for positions within the agency.

### **System of personnel administration**

#### **Personnel Code [20 ILCS 415]**

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

See Chapter IV of the Final Report for the enumerated criminal history restrictions in the Personnel Code, administered by CMS Bureau of Personnel, related to being qualified for open competitive examinations and subsequent appointment.

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### **Criminal history record check procedures**

**1) Self-disclosure on application**

Yes (CMS 100), per agency's report to the Task Force

**2) How criminal history is obtained**

Per agency's report to the Task force, no background check conducted until after the applicant start their employment. At that time, 'CMS submits background checks to State Police every two weeks on new hires'.

**3) In-house review procedure**

See agency policy above

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

None, per agency's report to the Task Force

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

350

1 disqualified, but not on criminal history alone

None sought waiver

### **Occupational Licensing, Certification, Regulation**

#### **Occupational licenses issued by agency that are subject to criminal history restrictions**

N/A

### **Employment Contracting**

#### **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**

For employment within Central Management Services (CMS), criminal history is only considered once a candidate has been graded and preliminarily selected for a position. To determine eligibility, CMS considers the nature of the offense, the number of offenses, the candidate's completion of sentence, the time elapsed since conviction, whether the offense is related to the nature and duties of the position sought, and the candidate's education or work experience since conviction.

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Between 2010 and 2012, 350 individuals underwent background checks after conditional offers of employment. Four were disqualified as a result of the background check, and none were disqualified based on criminal history alone. None sought waiver, and CMS has no formal review or appeal process.