

**IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
SANGAMON COUNTY, ILLINOIS**

PEOPLE OF THE STATE OF ILLINOIS,)	
<i>ex rel.</i> EMILY FOX,)	
)	
Plaintiff,)	
)	
v.)	Case No. 2021L 000053
)	
JENNY THORNLEY,)	FILED UNDER SEAL PURSUANT
)	TO 740 ILCS 175/4(b)(2)
)	
Defendant.)	JURY TRIAL DEMANDED

COMPLAINT

The People of the State of Illinois, *ex rel.* Emily Fox (“Fox” or the “Relator”), bring this action against Jenny Thornley (“Thornley” or “Defendant”), alleging as follows:

I. NATURE OF THE CASE

1. This action is brought in the public interest for and on behalf of the People of the State of Illinois, *ex rel.* Emily Fox, pursuant to the Illinois False Claims Act (“IFCA”), 740 ILCS 175/1 *et seq.* The purpose of this action is to recover damages and civil penalties from false records, statements and claims made, used and caused to be made or presented by Thornley to obtain payments from the State of Illinois (the “State”).

2. Thornley was an employee of the Illinois State Police Merit Board (the “Merit Board”). Between 2014 and 2020, Thornley knowingly engaged in a scheme to defraud the State, most recently with the apparent complicity of Illinois Governor J.B. Pritzker, his wife, Mary Kathryn Pritzker (“M.K. Pritzker”) and the Governor’s Office, including Ann Spillane, the Governor’s General Counsel. Thornley’s scheme has included: making and using false records and statements, including forgeries, to procure benefits and induce payments to her by the State;

falsifying data in the State's central payroll system; creating false timekeeping records and overtime requests; and submitting false travel and reimbursement vouchers.

3. The Relator is an employee of the Merit Board and first raised concerns about Thornley to Jack Garcia, the Merit Board's Executive Director. When Garcia further directed the Relator to investigate Thornley's conduct, Thornley made statements that Garcia "did not know who he was messing with" and that "the Governor's Office would get involved if Mr. Garcia did not back off." When Garcia did not relent to these threats, Thornley leveraged her relationships with Governor Pritzker and/or M.K. Pritzker to make false accusations to the Governor's Office that Garcia had assaulted her. For example, she sent a text message to M.K. Pritzker thanking her for her friendship and stating that "I need J.B. to know what's going on." Thereafter, Spillane and others in the Governor's Office became directly involved. They advised the Merit Board to put Garcia on administrative leave while a private law firm that the Governor's Office recommended conducted an investigation that cost the State in excess of \$550,000.00. That investigation concluded that Thornley's accusations against Garcia were untrue. The investigation also confirmed that Thornley had defrauded the State by submitting false overtime records. A subsequent investigation by the Illinois State Police independently concluded that Thornley's accusations against Garcia were false.

4. Despite having been twice proven false, Thornley continued and continues to collect benefits from the State based on the same debunked accusations against Garcia. The success of Thornley's most recent false statements is a consequence of the direct involvement of the Governor's Office, including Spillane, on her behalf, as further alleged below. There is no reason the Governor's Office should be involved in Thornley's schemes, except for Thornley's personal and political relationships with the Governor and/or M.K. Pritzker.

5. The Relator asked the Office of the Executive Inspector General (the “OEIG”) to investigate Thornley’s misconduct. The OEIG refused. Instead, in retaliation for the Relator’s complaints, the OEIG has initiated an investigation of the Relator, apparently based on more false accusations by Thornley. This appears again to be a direct consequence of pressure from the Office of the Governor, including Spillane.

6. The IFCA provides that any person who knowingly presents or causes to be presented a false claim to the government for payment or approval is liable for a civil penalty for each such claim submitted or paid, plus three times the amount of the damages sustained by the government and other relief. The Act further permits any person having information regarding a false claim to bring an action for herself, as a Relator or *qui tam* plaintiff, and for the government. Based on these provisions, the Relator seeks to recover against Thornley all available damages, civil penalties, and other relief.

II. THE PARTIES

7. Emily Fox is a citizen and resident of the State of Illinois and Sangamon County. She is an employee of the Merit Board. Section 4(b) of the IFCA, 740 ILCS 175/4(b), authorizes private persons to bring civil actions on behalf of themselves and on behalf of the State of Illinois against any person violating Section 3 of the IFCA. Fox brings this action on behalf of herself and on behalf of the State of Illinois pursuant to Section 4(b). Fox does so as a *qui tam* plaintiff, or Relator.

8. Jenny Thornley is a citizen and resident of the State of Illinois and of Sangamon County. Until July 2020, Thornley served in the Public Service Administrator role at the Merit Board. Thornley was terminated for cause from the Merit Board in July 2020, including because of her false claims of payment made to the State. Despite her termination, the State is still paying

Thornley because individuals at the Governor's Office, or at the behest of that office, effectively reversed Thornley's termination. Thornley further filed a fraudulent workers' compensation claim, based upon the twice-disproven allegations against Garcia. In her claim, Thornley asserted that she is an employee of the Governor's Office when she is not. This claim proceeded with the full knowledge, support and participation of Governor's Office staff, including Spillane. Thornley has a personal and political relationship with the Governor and M.K. Pritzker as demonstrated, in part, by Thornley's online social media presence where she has posted multiple pictures of herself together with them.

III. JURISDICTION AND VENUE

9. This Court has jurisdiction over the subject matter of this action as it involves claims arising exclusively under Illinois statutes, specifically the IFCA, 740 ILCS 175/2, *et. seq.*

10. Venue is proper in Sangamon County, Illinois because Thornley committed the unlawful acts at issue in this county.

IV. FACTUAL ALLEGATIONS

A. Thornley's Employment with the Merit Board

11. Thornley's employment with the Merit Board began in May 2014, ended in July 2020. Her employment and various increases in compensation that she requested and obtained were based on false statements and dishonesty. Thus, in CMS-100 forms seeking employment or pay increases, Thornley listed herself as having completed a 2-year course in Labor Law at the University of Illinois-Urbana-Champaign and a 2-year course in Business & Legal Administration from Robert Morris University. In fact, Thornley enrolled in only one, non-degree class at the University of Illinois. She failed that class and received no credit for it. Thornley enrolled in multiple classes at Robert Morris University, but in fact failed each of them and never received

credit for them. Thornley's statements that she had completed two-year courses at these universities was simply false. Yet she was hired and paid salaries and pay increases based on these false statements.

12. Thornley's position with the Merit Board included fiscal and budget oversight components, as well as human resources. Her job included participating in various budget planning activities, preparing various fiscal and budget documents for the agency and its employees, inputting employee data into the State's payroll system, tracking employee time off, overview and control of expenditures and purchasing as well as tracking personnel information and documentation.

13. Thornley had knowledge of Merit Board rules and regulations, including without limitation policies and practices related to employee timekeeping and reimbursement, as well as access to all staff personnel files and fiscal documentation, including travel expenditures, overtime and compensatory time request forms and reimbursement forms.

14. During her employment, Thornley was the only Merit Board employee with access to the State's central payroll system, into which the raw data from all Merit Board employees' timekeeping records were input (by Thornley) in order to receive payment from the State.

15. Thornley knowingly abused her position, responsibilities, and access to make repeated false claims for payment to the State.

B. Thornley's False Statements Made to Obtain Payments from the State

16. While employed by the Merit Board, Thornley repeatedly submitted false statements to the State to receive money from it. In addition to her multiple false statements about her education on CMS-100 forms and resumes that were submitted to the State to induce it to pay

her salary and pay increases, Thornley's scheme included dozens of other false statements made to secure unearned overtime and compensatory pay, travel and other reimbursements, as follows.

1. Thornley Caused the State to Pay Her Unearned Overtime

17. While employed by the Merit Board, Thornley was expected to keep track of her own time for each day. Thornley, like other Merit Board employees, recorded her working time on an "Attendance Report" that included several different documents that specified "Time In", "Time Out," time spent "Out of Office," "Hours Worked," amount of "Time Used," amount of "Time Earned" and whether the time used was vacation time, sick time, personal time, or compensatory time.

18. Thornley, like other Merit Board employees, was also expected to keep track of vacation time used, sick time used, personal time used, compensatory time used, overtime earned or requested, and compensatory time earned for each month.

19. At the end of each month, Thornley, like other Merit Board employees, was expected to submit their Attendance Reports for the month, as well as any vacation, sick, personal or compensatory time used forms, or overtime request forms to Director Garcia for his signature.

20. Thornley was different from other Merit Board employees, however, in that it was her responsibility to manually enter the data from all Merit Board employees' timekeeping records, including her own, into the State's central payroll system to effectuate payment for each employees' hours worked, as well as for any overtime earned during any specified payment period.

21. Thornley's responsibilities further included tracking employees' time-off accruals, which she did through an "Attendance Report Summary" in which she recorded "Vacation", "Sick", "Personal Leave" and "EET Time" for herself and other Merit Board employees.¹

22. Thornley regularly abused her position by knowingly submitting false data for herself into the State's payroll system to cause payments to herself for overtime that she did not earn. She did so dozens of times leading to tens of thousands of dollars of improper payments to her by the State.

23. Thornley then created false timekeeping records and fraudulent overtime request and compensatory time forms in an attempt to conceal her scheme from Garcia, the Merit Board and the State during routine fiscal audits. This included Thornley creating documents that purported to "roll-over" unused "compensatory time" from prior fiscal years (which is not permitted) and under-reporting the compensatory time she was using, as well as inflating the amount of overtime she earned.

24. For example, Thornley's Attendance Reports state that she worked 13.5 hours of overtime in May 2019, 8 hours in June 2019, 32.5 hours in September 2019, and 11.25 hours in December 2019. Thornley entered false statements to this effect in the State central payroll system, which caused the State to make payments to her to which she was not entitled. In addition, Thornley made false statements in the State central payroll system that led to her being paid 10 hours of overtime in April 2019 despite her not having submitted any overtime requests or compensatory time forms for April 2019, and despite her April Attendance Report not reflecting any overtime.

¹ EET Time refers to Equivalent Earned Time pursuant to Section 310.490(e)(1) of the Illinois Administrative Code, however, Thornley appeared to track compensatory time earned in the "EET Time" section of the Attendance Report Summary form.

25. Thornley did not work overtime in the months and on the days that she claimed in the examples listed in the prior paragraph. This is confirmed by the fact that Garcia approved no such overtime, the Relator was present in the office and observed that Thornley did not work any such overtime, as well as security camera footage of the Merit Board offices that evidence Thornley was not present to work that overtime. Thus, for example, the Relator reviewed security camera footage that demonstrated while Thornley claimed to work a total of 182.5 hours in September 2019, 32.5 hours of which were claimed to be overtime for which she sought and received payment by the State, in fact only worked 113 hours at the office that month.

26. On information and belief, Thornley went so far as to forge Garcia's signature on overtime approvals. In other cases, she entered overtime into the system as "approved" even though it had not been approved by Garcia.

27. In addition, after Thornley left the Merit Board, the Relator found on her computer an approval of increased pay signed with the electronic signature of Reeve Waud, then the Chairman of the Merit Board. Waud later confirmed that this was not his actual signature, or electronic signature and that this was a forgery utilized by Thornley to obtain payments from the State.

28. The amount of overtime paid to Thornley exceeds any of the totals she claimed in her own timekeeping records, and her payroll record confirms that she was paid for more compensatory time than she had properly accrued.

29. Specific examples of Thornley's false statements in particular months are pleaded above. In total, Thornley's false statements that she entered into the State payroll system resulted in her being paid \$7,114.81 in overtime in 2014 (147.5 hours); \$17,770.73 in overtime in 2015

(439.5 hours); \$24,736.11 in overtime in 2016 (444 hours); \$6,885.93 in overtime in 2017 (141 hours); and \$10,563.56 in overtime in 2019 (46 hours).

30. Consistent with these allegations, the law firm recommended by the Governor's Office, which was paid \$550,000.00 by the State, concluded that Thornley did not receive authorization to work overtime she claimed; falsely stated the amount of overtime for which she claimed payment; and caused payments to herself by her false statements for overtime that she did not work.

31. Thornley was fired by the Merit Board in July 2020 after that investigation confirmed her misconduct.

2. Thornley Caused Herself to Be Reimbursed for Travel That Did Not Occur

32. Thornley's job responsibilities did not generally require her to travel. However, since at least 2015 Thornley's scheme to obtain improper payments from the State through false claims included submission of false travel vouchers and invoices for reimbursement for travel expenses and mileage costs for trips she did not take and/or for trips taken for personal reasons and not for Merit Board business.

33. For example, beginning in July of 2015 through March of 2017, Thornley submitted requests for reimbursement for alleged trips between Springfield and the Chicago area for work purposes, even though those trips either did not occur or else were made for personal reasons. As a result, Thornley was paid thousands of dollars by the State. Similarly, she submitted requests for reimbursement for travel to Chicago on December 9, 2016, falsely stating that she departed at 6:00 a.m. that day and returned at 9:00 p.m. Her Attendance Record for the same day states that she arrived at work at 8:00 a.m. and went home at 4:30 p.m. There are many other examples of similar false statements to secure reimbursement for travel that did not occur.

34. For each of the trips Thornley falsely claimed to have made, she not only sought reimbursement for expenses, but also falsely stated that she was due and was paid additional amounts, sometimes to include mileage costs for use of her personal vehicle and also a per diem from the State to cover meals. Thornley was paid thousands of additional dollars by the State as a result of these false travel reimbursement requests.

3. Thornley Caused Herself to Be Paid Other Improper Reimbursements

35. Additional records show that, in August of 2019, Thornley submitted invoices for golf cart rentals and admission booklets to the Illinois State Fair totaling \$990. Thornley falsely stated that the admission booklets and cart would be used by the Merit Board. In fact, the admission booklets were used by Thornley and her family and friends, including political connections, as was the golf cart.

C. Thornley Actively Concealed her Misconduct

36. Thornley maintained control over the records within the Merit Board that would reveal her false statements. She was the only person at the Merit Board who entered payroll data, such as overtime, into the State payroll system.

37. For this reason, Thornley's misconduct was only discovered in late November 2019, when Thornley made a comment to the Relator about a request for overtime pay that Thornley was making. The Relator was concerned by this comment because she had been in the office the prior month and had not seen Thornley working overtime. The Relator shared her concern with Garcia, who informed the Relator that he had not approved any overtime for Thornley, as required by Merit Board policy.

38. At Garcia's request, the Relator then checked with the Illinois Comptroller website and learned that Thornley had collected more than \$10,000 in 2019 in overtime none of which had been authorized or approved.

39. The Relator collected information confirming Thornley's misconduct, submitted that information to Garcia and he made a complaint to the OEIG about Thornley on or about January 10, 2020.

40. On or about January 28, 2020, Thornley reached out to a friend of Garcia and asked that friend to contact Garcia to tell him that he, Garcia, "did not know who he was messing with" and that "the Governor's Office would get involved if Mr. Garcia did not back off." This was apparently a reference to a personal and political friendship between Thornley and the Governor and M.K. Pritzker.

41. At the end of January 2020, Thornley stole from the Merit Board offices originals of payroll documents, including the Relator's documents. Some but not all of these records have been recovered.

42. Thornley then contacted the Office of the Governor and falsely accused Garcia of assaulting her. As pleaded above, this led to Garcia (who was then leading the investigation into Thornley's abuses) being placed on administrative leave. The following investigation, which cost the taxpayers' \$550,000.00: (a) disproved Thornley's accusations; and (b) confirmed her false statements and overtime theft in 2019. The Illinois State Police subsequently conducted its own investigation and concluded that Thornley's accusations were false.

43. With regard to the independent investigation, in or about February 2020, Thornley initiated a lawsuit seeking to enjoin the investigation altogether. That effort failed but did delay the investigation into Thornley's misconduct for months.

44. In sum, from the beginning, Thornley has actively attempted to conceal and to thwart discovery of her misconduct. This included by hiding documents, altering them and even forging records to cover up her scheme. And Thornley did conceal that scheme until the Relator became suspicious of her in November 2019.

45. Thornley's efforts to conceal her conduct provide additional evidence that Thornley knew that her conduct was wrong and that her conduct has been willful.

D. Thornley's Ongoing Schemes Include Participation by the Office of the Governor

46. Thornley continues to this day to seek money from the State of Illinois on false pretenses, now with the active complicity and cooperation of the Office of the Governor.

47. In February 2020, Thornley made a workers' compensation claim based on "psychological injury" that she said resulted from the assault by Garcia that did not happen according to two different investigations. However, Thornley did not make this claim to the Merit Board, which employed her. Instead, leveraging her relationship with the Pritzkers, Thornley made the claim directly to the Governor's General Counsel, Spillane. And Spillane accepted that claim and processed it, even though the claim falsely listed Thornley's employer as the Governor's Office rather than the Merit Board. Thornley also claimed that the Governor was her direct supervisor and she provided multiple phone numbers to confirm this with Governor Pritzker himself. Of course, these statements were false, as Spillane would have had to know. Spillane nonetheless pressed the claim forward.

48. Although it should have been notified immediately as Thornley's employer, the Merit Board did not learn about Thornley workers' compensation claim until September 2020, after Thornley had already been paid tens of thousands of dollars in benefits. That fraud on the

State could not have happened without the complicity of Spillane and others in the Governor's Office.

49. Notably, the Merit Board had not been made aware of Thornley's false workers' compensation claim when it terminated Thornley in July 2020 for making false claims to the State for payment. Instead, the Merit Board was only informed of the claim in September 2020. In a call between the Relator and Central Management Services ("CMS") in September 2020, a manager in that office told the Relator that Thornley's termination from the Merit Board was effectively reversed on direction of Spillane and others in the Governor's Office. The Relator was also told by that same CMS manager that Spillane regularly participated in calls about Thornley's false claim. This extraordinary level of involvement by the Governor's General Counsel in a workers' compensation claim involving an independent agency of State government is a raw demonstration of improper political influence to assist a friend and supporter of the Governor at the expense of the People of the State of Illinois. It is made worse by the fact that the entire premise of Thornley's workers' compensation claim is the "assault" by Garcia that was debunked and proven false by both the \$550,000.00 independent investigation undertaken by a law firm the Governor's Office recommended and then again by an independent investigation of the Illinois State Police.

E. The Relators' Disclosures to the State

50. The matters alleged herein have not been "publicly disclosed" within the meaning of the IFCA. Furthermore, Relator is an original source, pursuant to 740 ILCS 175/4 (e)(4)(A)(iii), and she voluntarily disclosed to the State the evidence and information at issue before filing this action under the IFCA.

51. Specifically, after first raising her concerns with Garcia in November 2019, the Relator began an internal investigation for the Merit Board and reported the results of that

investigation to Garcia and Merit Board General Counsel, Daniel Dykstra. The Relator's review of Merit Board documents and information during that investigation resulted in discovery of tens of thousands of dollars of improper overtime Thornley had secured for herself between 2014 and 2019, as alleged further above.

52. In January 2020, Garcia informed the OEIG about the evidence the Relator had collected, including by making a formal complaint to the OEIG about Thornley based on information the Relator had gathered. The OEIG took no action and issued no report concerning Thornley's misconduct.

53. Further, in the course of attempting to locate documents on the Merit Board's computer, the Relator discovered travel and reimbursement records of the Merit Board that substantiated the travel and reimbursement false claims pleaded above. The Relator provided this information to Garcia, who reported it to the Merit Board.

54. When the Relator learned in September 2020 about Thornley's fraudulent workers' compensation claim, she made a formal complaint about that fraud to the OEIG, specifically including the information from CMS that the fraudulent claim had been pressed by the Governor's General Counsel, Spillane. Again, the OEIG took no action. To the contrary, the OEIG sent the Relator's claim back to the Merit Board.

55. Despite the Relator's best efforts to have some authority in the State take action to correct the harm to the People of the State of Illinois from Thornley's misconduct, no action has been taken to do so. This protection of a person who has defrauded the State is apparently based directly upon the intervention of the Governor's Office and Spillane in particular.

F. Retaliation Against the Relator

56. While the OEIG has refused to take any action with regard to Garcia's complaint based on information the Relator provided, and further while the OEIG refused to even investigate the Relator's own OEIG complaint against Thornley, the OEIG has informed the Relator that she is the subject of an OEIG complaint made against her in retaliation by Thornley. The OEIG has acted on that complaint and continues to do so. The Relator contends that this retaliatory pursuit of her is driven in part by the involvement in the case of the Governor's Office and Spillane, from which the OEIG is not independent.

57. The Relator is a single, working woman who supports herself through her job at the Merit Board. She has raised issues of fraud against the State as a whistleblower because she is offended by Thornley's conduct and by the political protection Thornley has received from the Governor's Office, even after Thornley's accusations against Garcia were twice proven false. The Relator makes this complaint notwithstanding her profound fear that by doing so she will become a target of further retaliation by Governor Pritzker, his General Counsel and the OEIG.

G. Procedural Compliance

58. Pursuant to Section 4(b)(2) of the IFCA, this complaint is to be filed in camera and remain under seal for a period of at least 60 days and shall not be served on the Defendants until the Court so orders.

59. Pursuant to Section 4(b) and 4(c) of the IFCA, the State, acting by and through the Attorney General, may elect to intervene and proceed with this action, within a period of 60 days, after it has received both the Complaint and a Statement of Material Evidence and information relating to the instant action.

60. Pursuant to Section 4(b)(2) of the Act, the Relator will provide to the Attorney General, following the filing of the instant Complaint, a statement of material evidence and information. The statement of material evidence and information will support the Relator's assertions and contentions regarding the submission of false and fraudulent claims by Thornley.

COUNT I

**(Violations of the Illinois False Claims Act, 740 ILCS § 175/3(a)(1)(B))
Knowingly Creating False or Fraudulent Records Material to False Claims**

61. The Relator re-alleges and incorporates herein by referenced paragraphs 1 through 57 above, as though fully set forth herein.

62. Acting as aforementioned, Thornley knowingly, or acting with deliberate ignorance, or with reckless disregard for the truth, made, used, completed, or caused to be made, used or completed false or fraudulent timekeeping records, and travel vouchers material to her false claims for overtime and false claims for travel reimbursement.

63. As a direct and proximate result of this falsification of records, Thornley caused the State to pay her tens of thousands of dollars in unearned funds.

64. As a direct and proximate result of Thornley's illegal and fraudulent conduct as set forth above, the State of Illinois has been damaged in a substantial amount to be fully determined at trial.

COUNT II

**(Violations of the Illinois False Claims Act, 740 ILCS § 175/3(a)(1)(A))
Knowingly Presenting False or Fraudulent Records to the State of Illinois to Induce
Payment**

65. The Relator re-alleges and incorporates herein by referenced paragraphs 1 through 57 above, as though fully set forth herein.

66. Acting as aforementioned, Thornley knowingly, or acting with deliberate ignorance, or with reckless disregard for the truth, caused false and/or fraudulent claims for payment to be presented to the State of Illinois.

67. Specifically, as set forth above, Thornley input false data into the State's payroll system to effectuate payment to herself for overtime hours she did not earn, submitted false travel vouchers for reimbursement for travel she did not take, and submitted fraudulent claims for reimbursement for golf carts and admission booklets which she used for personal use.

68. By causing the presentment or submission of these false records to the State for payment Thornley caused the State to pay her tens of thousands of dollars in unearned funds and benefits.

69. As a direct and proximate result of Thornley's illegal and fraudulent conduct as set forth above, the State of Illinois has been damaged in a substantial amount to be fully determined at trial.

WHEREFORE, Plaintiff, Relator Emily Fox, on behalf of the People of the State of Illinois, by and through her undersigned counsel, respectfully requests the entry of judgment in against Thornley:

- (a) Requiring Thornley to pay, as compensatory damages, an amount equal to the false and fraudulent claims that she submitted for payment to the State of Illinois and for which she received payment;
- (b) Requiring Thornley to pay the maximum civil penalty, up to \$11,000, for each and every false claim submitted and each false record created;
- (c) Awarding the State of Illinois and the Relator all fees and costs of this civil action, including reasonable attorneys' fees;

(d) Awarding the Relator the maximum Relator's share under the Illinois False Claims Act; and

(e) Providing for all such other and further relief as is just and proper under the circumstances.

JURY DEMAND

The Relator hereby demands a jury in this case.

Respectfully Submitted,

EMILY FOX, RELATOR

By: /s/ Robert M. Andalman
One of her attorneys

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EXHIBIT

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April 13, 2021

The Honorable Kwame Raoul
Attorney General of the State of Illinois
Attn: General Law Department
500 South Second Street
Springfield, IL 62701

Re: *People of the State of Illinois ex rel. Emily Fox v. Jenny Thornley*
Disclosure Statement pursuant to 740 ILCS 175/4(b)(2)

Dear Attorney General Raoul:

A&G Law, LLC represents Emily Fox and on Friday, April 9, 2021, we filed the enclosed complaint on her behalf as a Relator under the Illinois False Claims Act, 740 ILCS 175/1 *et seq.* (“ICFA”). This letter summarizes the allegations of the complaint and provides material, supporting evidence, as required by 740 ILCS 175/4(b)(2).

Ms. Fox is an employee of the Illinois State Police Merit Board (the “Merit Board”). In the course of her work, she became suspicious of claims for overtime payments by a co-worker, Jenny Thornley. Ms. Fox notified her supervisor, Merit Board Executive Director Jack Garcia, of her concerns and he authorized her to conduct a further investigation. That investigation revealed a multi-pronged scheme by Thornley to defraud the State, including:

- Resume fraud in obtaining State employment and compensation increases;
- False overtime claims;
- False travel reimbursement claims;
- Forged and false documents submitted to facilitate and cover up her schemes; and
- A fraudulent worker’s compensation claim.

Thornley’s schemes have cost the State tens, if not hundreds, of thousands of dollars in payments made to Thornley based upon dozens of false claims for payment. Unfortunately, because of Thornley’s personal and political relationships with Governor J.B. Pritzker and his wife, Mary Kathryn (“M.K”) Pritzker, the State – acting through the Governor’s General Counsel and the Office of the Executive Inspector General (the “OEIG”) – has refused to take action against Thornley. To the contrary, extraordinary actions have been taken by the Governor’s General Counsel and the OEIG to protect Thornley, to continue the payments to her under false pretense, and to retaliate and punish Ms. Fox for raising concerns about Thornley’s schemes. Ms. Fox hopes that your standing as an independent constitutional officer will break this cycle of corrupt protection of a friend of the Governor and his wife.



A. Background Concerning Ms. Fox

Ms. Fox filed her case as a *qui tam* plaintiff or Relator. She has been an employee of the Illinois State Police Merit Board (“Merit Board”) since 2014 and currently serves there as the only administrative staff other than Merit Board General Counsel Daniel Dykstra and an IT staffer.

Ms. Fox first raised concerns about Thornley in November 2019 to her supervisor, Director Garcia. She advised Garcia of a conversation with Thornley in which Thornley told Ms. Fox that Thornley needed to submit overtime request forms for the prior month. This struck Ms. Fox as odd because Ms. Fox had been in the office working substantial overtime herself and she did not observe Thornley working overtime during that time. Ms. Fox reported her concern to Garcia. He confirmed that he had not approved of any overtime for Thornley and directed Ms. Fox to investigate, which she did.

Ms. Fox’s investigation that followed uncovered various schemes by Thornley to enrich herself at the expense of the State of Illinois, including by: making and using false records and statements to procure benefits and induce payments to her by the State; falsifying data in the State’s central payroll system; creating false timekeeping records and fraudulent overtime requests (including forging signatures of Garcia and Merit Board Chair Reeve Waud); and submitting false travel and other reimbursement vouchers. The details of what Ms. Fox discovered and brought to Garcia are further described in the complaint and below. An independent investigation of Thornley by the outside law firm McGuire Woods tested Ms. Fox’s assertions of overtime theft by Thornley during specific months in 2019. The detailed McGuire Woods report confirmed that Thornley had defrauded the State during those months.

B. Thornley Obtained Employment, Pay Increases, Overtime Pay and Reimbursements from the State of Illinois, All Based on False Statements

Thornley is a former employee of the Merit Board where she served as the Public Service Administrator from May 2014 until her termination for cause in July 2020. Thornley’s entire employment with the State was premised on false statements, beginning with resume fraud and false CMS-100 forms submitted to the State in order to receive either employment or increases in pay. Thus, in applying for work and increased compensation, Thornley repeatedly told the State that she had completed a 2-year course in Labor Law at the University of Illinois at Urbana-Champaign between March 2010 and March 2012. In reality, Thornley enrolled in just one, non-degree class at the University in the Spring of 2011. She failed that class and received no credit for it. Her University of Illinois transcript is attached here as Exhibit 1. Thornley likewise repeatedly told the State that she completed a 2-year program in Business & Legal Administration at Robert Morris University between June 1999 and June 2001. This, too, was false. In reality, while Thornley enrolled in a number of classes at that University during that period, she failed each one of them and received no credits. Her Robert Morris University Transcript is attached as Exhibit 2. Attached as Exhibit 3 here are copies of Thornley’s various CMS-100 forms and



resumes that she has submitted to the State over the years as part of requests for employment and/or increased compensation. The State relied on these statements, as Thornley intended it would, to hire and pay her.

Throughout her employment with the Merit Board, Thornley was uniquely positioned to engage in overtime theft because she was the Merit Board staffer who entered employee data into the State's central payroll system. Ms. Fox first notified Garcia about Thornley's overtime theft in November 2019. Garcia directed Ms. Fox to conduct a further investigation, which she did.

As alleged in the complaint, Ms. Fox learned the following. Thornley, like other Merit Board employees, filled out daily working time on an "Attendance Report" that specified "Time In", "Time Out," time spent "Out of Office," "Hours Worked," amount of "Time Used," amount of "Time Earned" and whether the time used was vacation time, sick time, personal time, or compensatory time. By way of example, Exhibit 4 contains Thornley's Attendance Reports from January 1, 2019 through December 31, 2019. At the end of each month, Thornley was expected to submit her Attendance Report for the month to Director Garcia for his signature. Merit Board policy required Garcia's approval for overtime. On separate documents provided by the Merit Board, Thornley was expected to keep track of her vacation time used, sick time used, personal time used, compensatory time used, overtime earned or requested, and compensatory time earned for each month. Exhibit 4 also contains Thornley's vacation, sick, personal, and compensatory time used and requested forms for 2019. At the end of each month, and prior to inputting the data into the State's payroll system, Thornley was expected to submit these forms to Director Garcia for his signature. After that, the hours for approved forms were to be entered into the State's central payroll system by Thornley.

Thornley's job duties also included tracking her own and all other Merit Board employees' time off accruals which she did via an "Attendance Report Summary" in which she recorded "Vacation", "Sick", "Personal Leave" and "EET Time" for herself and other Merit Board employees. EET Time refers to Equivalent Earned Time pursuant to Section 310.490(e)(1) of the Illinois Administrative Code, however, Thornley appeared to track compensatory time earned in the "EET Time" section of the Attendance Report Summary form. Exhibit 5 contains Thornley's Attendance Report Summaries for Fiscal Year 2019 and Fiscal Year 2020.

As noted, Thornley was responsible for manually entering the data from all Merit Board employees' timekeeping records, including her own, into the State's central payroll system to effectuate payment for each employees' hours worked, as well as for any overtime earned during that specified payment period.

Ms. Fox discovered that Thornley knowingly submitting false data for herself into the State's payroll system to cause payments to herself for overtime that she did not earn. Ms. Fox confirmed that Garcia did not approve the overtime for which Thornley sought and received payment, as reflected in the above referenced documents. Ms. Fox was personally present in the office and did not see Thornley there working the overtime that she claimed. Furthermore, Ms. Fox reviewed security camera footage of the Merit Board offices and confirmed that Thornley was



not present when she claimed to be. The documents themselves contain inconsistencies that demonstrate they are false.

Based on Ms. Fox's investigation, Thornley's false overtime requests and payroll system entries caused the State to wrongly pay Thornley \$7,114.81 in overtime in 2014 (147.5 hours); \$17,770.73 in overtime in 2015 (439.5 hours); \$24,736.11 in overtime in 2016 (444 hours); \$6,885.93 in overtime in 2017 (141 hours); and \$10,563.56 in overtime in 2019 (46 hours). By way of example, Exhibit 6 reflects overtime payments paid to Thornley from the State for pay period in October and November of 2019 whereas Exhibit 4 shows that, in fact, Thornley did not record any overtime earned for the months of October and November 2019. Again, this is but one example.

The second part of Thornley's overtime scheme involved creating false timekeeping records and fraudulent overtime request and compensatory time forms in an attempt to conceal her theft from Garcia, the Merit Board and the State during routine fiscal audits. This included Thornley creating documents that purported to "roll-over" unused "compensatory time" from prior fiscal years (which is not permitted pursuant to section 310.490(d)(2)(B) of the Illinois Administrative Code) and under-reporting the compensatory time she was using, as well as inflating the amount of overtime she earned. Thornley's internal timekeeping records and overtime and compensatory time forms show varying amounts of overtime worked, none of which are consistent with each other, and all totaling less than the amount actually paid out to her by the State. *See Exhibits 4 & 5.*

As part of the investigation initiated by Ms. Fox, into Thornley's theft of time, on or about December 16, 2019, Garcia asked Thornley to prepare a report listing the salaries and overtime worked for all Merit Board employees. In response, Thornley provided Garcia with a report showing overtime for each employee broken down by month. In the report Thornley only reported her overtime hours for May and September 2019. Specifically, the report stated that she earned 13.5 hours of overtime in May 2019 and 32.5 hours of overtime in September 2019. The report Thornley sent and the email between her and Director Garcia are attached hereto as Exhibit 7. Garcia then asked Thornley to provide her overtime request forms for May and September 2019. Thornley advised Director Garcia via an email sent on December 18, 2019 that she "ran out of time" and would provide the signed documentation as soon as she returned. Thornley then left the office for a three-week vacation. When she returned on or about January 9, 2020, Garcia once again requested her overtime request forms from May and September 2019. Thornley asked Dykstra's to scan the two overtime forms and email them to her, which he did. Later that day, Garcia requested that a binder be created containing all Merit Board employees overtime sheets. Thornley and Dykstra set out to make copies of all the employee timesheets for this purpose. While in the process of making the photocopies, Dykstra noticed that that all of the folders had contained the timesheets in reverse chronological order, from December 2019 back to January 2019. However, Dykstra's folder had two original overtime request approval forms at the front of the folder. Dykstra recognized these overtime request forms as containing the same signatures and dates as the overtime request forms from May and September 2019 that Dykstra had scanned for Thornley earlier in the day. Thornley had forged Garcia's signature on at least two of her overtime



forms, from May 2019 and September 2019, when they were requested by Garcia in order to conceal her misconduct. Exhibit 8 contains Thornley's May 2019 and September 2019 overtime forms and Daniel Dysktra's June 2019 and October 2019 overtime request forms for comparison. Exhibit 9 contains Dykstra's memorandum documenting discovery of this forgery.

Ms. Fox relayed the result of her investigation to Garcia and Garcia then reported Thornley's fraud to the OEIG during a January 22, 2020 meeting. A copy of the materials Garcia left with the OEIG during that meeting, which had been compiled by Ms. Fox, is attached as Exhibit 10. Attached as Exhibit 11 are reports Garcia completed after that first meeting with the OEIG, further reflecting observations by Ms. Fox, Garcia and Dkystra.

After Garcia directed Ms. Fox to investigate and then passed on her findings to the OEIG, Thornley implied to Dykstra that she was speaking with personnel in the Governor's Office about the situation. Thornley regularly bragged about her relationship with J.B. and M.K. Pritzker. After Garcia's report to the OEIG, Thornley went to a friend of Garcia's and told him to relay to Garcia that Garcia "did not know who he was messing with" and that "the Governor's Office would get involved if Mr. Garcia did not back off."

Garcia (and Ms. Fox) did not "back off," after which Thornley made good on her threat, making a false accusation that Garcia had assaulted her. Thornley also spread false rumors that Ms. Fox was romantically involved with Garcia. Thornley texted M.K. Pritzker thanking her for her friendship and stating "I need J.B. to know what's going on." The text of this message is contained in the attachments to the McGuire Woods report. *See* Exhibit 12. The Governor apparently was informed. His General Counsel, Ann Spillane, became directly involved in advocating for and protecting Thornley. This included the Governor's Office "recommending" that Garcia be put on administrative leave and further suggesting McGuire Woods be retained to independently investigate Thornley's allegations of assault against Garcia.

McGuire Woods did investigate, interviewing nearly 70 witnesses, reviewing thousands of documents and billing the State of Illinois in excess of \$550,000 based on what the firm concluded were more false statements by Thornley. The firm did not limit itself to determining that the assault claim was false. Notably, McGuire Woods confirmed Thornley's theft of overtime through false statements, just as Ms. Fox's own investigation had concluded (though McGuire Woods focused on a narrower timeframe). A complete copy of the McGuire Woods report and exhibits is attached as Exhibit 12. The Illinois State Police later conducted its own investigation and determined that Thornley's assault allegation against Garcia was false.

In addition to her overtime theft, beginning in July of 2015, Thornley engaged in another scheme designed to collect payments from the State by submitting false travel vouchers and invoices for reimbursement for travel expenses and mileage costs for trips she did not take and/or for trips taken for personal reasons and not for agency business. Thornley did not travel regularly for her job and did not take the trips for which she received reimbursements. Moreover, Thornley's own timekeeping records do not support her alleged trips. For each of the trips Thornley falsely claimed to have made, she not only sought reimbursement for expenses, but also falsely stated that



she was due and was paid additional amounts, sometimes to include mileage costs for use of her personal vehicle and also a per diem from the State to cover meals. Thornley was paid thousands of additional dollars by the State as a result of these false travel reimbursement requests. Exhibit 13 is a memorandum of Ms. Fox's findings concerning Thornley's travel reimbursements and it includes copies of Thornley's travel vouchers and Thornley's Attendance Reports for the dates of the alleged travel.

In addition, Ms. Fox discovered that, in August of 2019, Thornley submitted invoices for golf cart rentals and admission booklets to the 2019 Illinois State Fair totaling \$990, falsely stating that the admission booklets and cart would be used by the Merit Board. In fact, the admission booklets were used by Thornley and her family or friends, as was the golf cart. *See* Exhibit 14. Neither Director Garcia, nor anyone else from the Merit Board approved the payment for these invoices. Nevertheless, Thornley submitted the invoice to the State for payment, falsely representing that the trip was for business purposes. *See id.*

Apparently based on her friendship with the Pritzkers, the OEIG has refused to issue a report and no action has been taken against Thornley to recover the money she falsely obtained from the State. Moreover, despite her termination for cause by the Merit Board, the State is still paying Thornley thousands of dollars monthly. This is because individuals at the Governor's Office, including the General Counsel, effectively reversed Thornley's termination and accepted from her a false "worker's compensation" claim based on supposed psychological trauma from the Garcia "assault" that both McGuire Woods and the Illinois State Police have determined is a another Thornley fiction. Exhibit 15 contains Thornley's worker's compensation claim packet. In it, she falsely states that she was employed not by the Merit Board but by "the Governor's Office" and she identifies her direct supervisor as either Spillane or Governor Pritzker himself. That is false, of course.

In a bizarre circumstance, Spillane personally accepted the false claim and processed it in February 2020. Thornley's actual former employer, the Merit Board, did not learn about Thornley's workers' compensation claim until September 2020, after Thornley had already been paid tens of thousands of dollars in benefits. Ms. Fox was told by a manager at CMS that Thornley's termination had been overridden on direction of Spillane and others in the Governor's Office and that Spillane – the Governor's General Counsel – had personally injected herself into Thornley's case, participating in multiple conference calls and effectively advocating for Thornley. This is reflected in a September 2020 email from Dykstra to the Governor's Office. *See* Exhibit 16.

After learning about Thornley's fraudulent workers' compensation claim, Fox made a formal complaint about it to the OEIG. A copy of this complaint is attached as Exhibit 17. Again, the OEIG refused to take any action against Thornley, instead sending the complaint back to Garcia and declining to investigate her. *See* Exhibit 18. That is not, however, to say that the OEIG did not respond to Ms. Fox's complaint. In retaliation, it notified Ms. Fox that now she was the subject of an OEIG investigation, apparently based on allegations of Thornley. It is apparent that the Governor's Office is behind this retaliation.



In addition to the exhibits referenced above, Ms. Fox is producing additional documents that support her claims. These documents include:

- Exhibit 19 is a 1-18-20 email from Ms. Fox to Garcia re: overtime theft.
This is an email from Ms. Fox to Garcia containing a memorandum in which she details the circumstances that led her to suspect Thornley was falsifying overtime, the steps she took, and the subsequent investigation that followed.
- Exhibit 20 is a 1-30-20 email from Garcia to Merit Board Chair Reeve Waud re: threats from Thornley.
This email details a phone call Garcia had with James Wolfe, who informed him of a conversation Wolfe had with Thornley in which she threatened Garcia to try to get him to stop his investigation of her.
- Exhibit 21 is a 1-31-20 from Merit Board General Counsel Dan Dykstra to Garcia re: theft of personnel files.
This email details Dykstra and Ms. Fox's discovery of missing personnel files from Thornley's office. The email explains that after Thornley and her husband had cleaned out her office several files were found missing, including Ms. Fox's and Garcia's personnel files, CY19 Time Sheets and Wex Bank FY20 bills and vouchers.
- Exhibit 22 is a 4-23-20 from Waud to Ann Spillane.
This email is based on facts Ms. Fox discovered and details Thornley's actions to Ann Spillane.
- Exhibit 23 is Dykstra's Memo to Waud dated 4-8-20 re: Thornley misconduct.
This memorandum was sent from Dykstra to Waud detailing the evidence of Thornley's misconduct including her false claims of overtime, his suspicion of forgery and her use of state funds to pay for golf carts and admission booklets. Much of the information in the memo originated from Ms. Fox.
- Exhibit 24 is Dykstra's Memo to Waud dated 11-17-20.
This memorandum documents the events that occurred from April 8, 2020 through November 17, 2020, including the McGuire Woods' findings, criminal investigations by the Springfield police, and the discovery of her false workers' compensation claim.
- Exhibit 25 is a document on which Thornley forged Waud's signature.
This document details the discovery of Thornley's forgery of Waud's signature and Waud's confirmation of the forgery.
- Exhibit 26 is Garcia's Memo to Waud dated 3-12-21 re: investigation, threats, and referral to Springfield Police.
This memorandum details Garcia's referral of the criminal investigation to Springfield Police, Thornley's threats concerning Garcia "backing off" as well as the allegations made by Thornley against Director Garcia and the events that followed including his administrative leave and the McGuire Woods investigation.
- Exhibit 27 is Thornley's termination letter.
This is the official notice of Thornley's termination.



Should you have any questions, please do not hesitate to contact me.

Respectfully submitted,



Robert M. Andalman
On behalf of Emily Fox, Relator

Enclosures

EXHIBIT

3

Jenny Thornley

From: Rcooley
Sent: Tuesday, July 15, 2014 10:13 AM
To: Jenny Thornley
Subject: FW: Jennie Thornly/Exempt Appt
Attachments: DOC (11).PDF

From: PlopperCorbin, Rhonda [REDACTED]
Sent: Thursday, July 10, 2014 3:51 PM
To: Rcooley
Subject: Jennie Thornly/Exempt Appt

Ron: Per our phone conversation, *"An Exempt employee cannot promote or transfer since they are not subject to Jurisdiction B of the Personnel Code."*

Attached is the CMS2 & DHR Hiring Monitor. The following corrections were made to the CMS2:

CMS2: Bx 15 (bottom line), Bx 17 (top line), Bx 22A (bottom line), Bx 32 (bottom line), Bx's 37 & 38 in addition, also need an updated CMS100 employment application (MUST be new version of CMS100).

DHR Hiring Monitor: #8 needs completed, needs EEO/AA Officer's signature & date. Needs explanation as to why hiring monitor was signed after the effective date.

Once completed, you can scan back to me and we will review.

If you have any questions, please do not hesitate to contact me.....give Jennie my # & e-mail address also for future questions she may have regarding preparing personnel related documents.

Thank You,

Rhonda P. Corbin
Asst Div Mngr
CMS Transactions
217/782-4723

PRINTED

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
PERSONNEL/POSITION ACTION FORM

SS#: [REDACTED]

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	SEX	RACE	VET	EDUC	YER	DATE OF BIRTH
THORNLEY	JENNY	L	F	W	N	4	2	06-25-1980

STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE	HALL OR C
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PAY PLAN	PAY GRADE	PAY STEP	SALARY	PAY RATE	FULL/TIME	FUNDING BRD. COM.	PAYROLL DEPT.	CODE APPROV.	CORRECTED SOCIAL SECURITY NO.	BARGAINING UNIT CODE	PERF. CODE
4	18	00	6270.00	M	F	88	50	338			
5	00	00	5417		F		50	365		AE062	

CONTINUOUS SERVICE DATE	SENIORITY DATE	CREDITABLE SERVICE DATE	APPT EXPIRATION DATE	STATUS	SUSPENSION/OA RETURN DATE	APPT REQ. NO.	DEABILITY
11-04-2013		11-04-2013		F			000
5-16-2014	NO DATE	5-16-2014	NO DATE	F			000

POSITION INFORMATION

POSITION TITLE (NAME) and OPTION	POSITION NUMBER	EXEMPT CODE	WORK COUNTY	ALT AUTH.	AUDIT	POS DES COMP.
PRIVATE SECRETARY II	34202-50-88-000-00-01	1	084			
PSA Option II	37015-50-37-100-50-0	3	084			

TRANSACTION INFORMATION

TRANSACTION NAME	TRANS CODE	EFFECTIVE DATE	PRIOR JTY
1 SEPARATED TO ANOTHER STATE	BA12B	05-15-2014	
2 AGENCY			
3			
4			
1 Exempt Appt	BA045	05-16-14	
2			
3			
4			

- STATES**
- A-CERTIFIED
 - B-PROBATIONARY 4 MOS
 - C-PROBATIONARY 6 MOS
 - D-PROVISIONAL
 - E-3 MONTHS CERTIFICATION
 - F-EXEMPT
 - G-TEMPORARY
 - H-EMERGENCY
 - I-6 MONTHS CERTIFICATION
 - J-TRANSFER (DC LIST)
 - K-TRANSFER (TRANSFER PERMIT)
 - L-TRANSFER (AGENCY SELECTED)
 - M-6 MONTHS CERTIFICATION
 - N-12 MONTHS CERTIFICATION
 - O-137 DAYS
 - P-18 MONTHS (LUMP)
 - Q-INTERIM ASSIGNMENT
- CODES**
- R-NOT EXEMPT
 - S-PRIVATE SEC & CONF ASSTNT
 - T-ADMINISTRATIVE HEAD
 - U-POLICY MAKER
 - V-PREPARING RATE/TRADE
 - W-LICENSED PROFESSIONAL
 - X-OUT OF STATE
 - Y-TECH ADVISOR W/ COMB
 - Z-PARTIAL EXTENSION
 - AA-PARTIAL EXEMPT BY STATUTE

REMARKS

A1=1 4D3 + Rutan Exempt

DATE	DATE	DATE	DATE
05/16/14	[REDACTED]	[REDACTED]	07/15/14
DATE	DATE	DATE	DATE
			5/15/14

HIRING MONITOR

Name of Agency: Illinois State Police Merit Board
 IDHR Region / (Facility): 7
 EEO Job Category: 5
 Title of Job to be filled: Public Service Administrator

Candidate's Name: Jenny Thornley
 Position Number: 37015-50-33-000-00-01
 E-Par Number: 78160
 Bid Number: _____
 Date of Hire: 5/18/2014

1. Is the EEO category underutilized? No Yes If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ Disabled: _____

2. Indicate: Race of person selected: White _____
 Sex: Male Female Other _____
 Veteran: Yes No Other _____
 Disability: Yes No Other _____

3. Number of individuals who applied or were on the list of eligible(s) 6

Total by Category	# Invited	# Interviewed	# Selected
Women	2	2	1
Black or African American	3	2	0
Hispanic or Latino	0	0	0
Asian	1	1	0
American Indian or Alaskan Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Disabled	0	0	0
Veterans	0	0	0

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

Interviewed individuals had no experience or knowledge of the position.

6. Was the position posted? No Yes

7. Name and position of person(s) who interviewed candidates.

Ronald P. Cooley, Julie Webster

8. Name and position of person(s) who recommended the selection of the candidate.

Ronald P Cooley Executive Director / Julie Webster Human Resources Representatives

I have reviewed the information provided with this hire. Yes No

 Date: 07/15/2014

I approve of this hire. _____

 Date: 05/20/2014

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

Not signed on effective date - didn't know it needed to be signed on that date



CMS administers civil service testing for agencies under the jurisdiction of the Governor, however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted. Unsigned or incomplete applications will be returned.

Mail completed application to:
CMS Bureau of Personnel
Examining and Counseling Division
Stratton Office Building, Room 500
Springfield, Illinois 62706

PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

1. Position Title PSA Option II Option II Leave Blank

2. Last Name Thornley First Name Jenny MI L 3. SSN [REDACTED]

Address [REDACTED] County [REDACTED] 4. Birthdate (Opt.) 06/25/1980

City [REDACTED] State [REDACTED] Zip [REDACTED] 5. Main Phone [REDACTED] Other Phone [REDACTED]

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/2014

Restrictions none Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice Select 1 or 2: 1: Cook Zone Leave Blank 2: Cook Zone Leave Blank

[Link to Cook Zoned Titles and Location Map](#)

8. Availability A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-526-0844 (TTY only).

- I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (if claiming **service-connected disability**, also include a copy of U.S. Veterans Affairs award letter.)
- I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under **honorable** conditions or a copy of my NGB22 stating my discharge was under **honorable** conditions.
- I wish to claim Veterans Preference as a surviving unremarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.
- I have submitted required military documentation to CMS after **January 01, 2000** and have already established Veterans preference with CMS.

Leave Blank

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice to the applicant.

Written Sign [REDACTED] Date 05/13/14

For CMS Use Only	Exam Date			Test Center
	Month	Day	Year	

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris University	06/1999	06/2001	Part	Business & Legal Administration	2 years	Yes
University of Illinois Champaign	03/2010	03/2012	Part	Labor Law Studies	2 years	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
Illinois Health Insurance National Producers License	[REDACTED]	Illinois	08/2002	08/2004

14. EDUCATION REPORT: LIST YOUR EDUCATION ACCURATELY AND COMPLETELY. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR			From MM/YYYY	To MM/YYYY	Level	MM/YYYY
Indicate Undergraduate(U)/Graduate(G)			Do Not Abbreviate	Do Not Abbreviate				

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY

* DO NOT INCLUDE COURSES MORE THAN ONCE

Fields Of Study	Undergrad Hours		Graduate Hours		Fields of Study	Undergrad Hours		Graduate Hours		Fields of Study	Undergrad Hours		Graduate Hours	
	Sem	Qtr	Sem	Qtr		Sem	Qtr	Sem	Qtr		Sem	Qtr	Sem	Qtr
List Actual Credit Hours Earned					List Actual Credit Hours Earned					List Actual Credit Hours Earned				
Accounting					Actuarial Science					Afro-American Studies				
Agriculture					Agronomy					Animal Science				
Architecture					Art					Atmospheric Science				
Audiovisual Instruction					Bacteriology					Biochemistry				
Biology					Biostatistics					Botany				
Business Admin/Mgmt					Cell/Molecular Biology					Chemistry				
Computer Science					Conservation					Criminal Justice Admin				
Criminology					Demography					Dietetics, Nutrition				
Divinity/Theology					Early Childhood Dev					Economics				
Education (Specify)					Engineering (Specify)					Engineering Technology				
Environmental Science					English					Entomology				
Environmental Health					Epidemiology					Finance				
Fire Science					Fish Management					Food Service Management				
Foreign Language (Specify)					Forensic Science					Forestry				
Geography					Geology					Genetics				
Guidance and Counseling					Health/Public Health					History				
Home Economics					Humanities					Human Services				
Hydrology					Industrial Arts					Industrial Hygiene				
Insurance					Journalism					Law (Specify)				
Law Enforcement					Library Science					Limnology				
Mgmt. Info. Systems					Marketing					Mathematics				
Medical Records					Medical Technology					Medicine				
Microbiology					Nursing (Specify)					Park Management				
Pastoral Counseling					Pharmacy					Physics				
Political Science/Govt					Programming					Psychology				
Public Administration					Radio - Television					Recreation				
Rehab Counseling/Admin					Risk Assessment					Secretarial Science				
Social Work					Sociology					Soil Science				
Speech and Drama					Statistics					Therapy (Specify)				
Toxicology					Urban Studies					Wildlife Management				
Zoology					Other:					Other:				
Other:					Other:					Other:				
Other:					Other:					Other:				

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

INCLUDE THE FOLLOWING INFORMATION:

- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

Current (or last) Employer: State of Illinois, Law Enforcement Training & Standards Board

Street Address: 4500 South 6th Street Road City: Springfield State: IL

Position Title: Private Assistant to the Director

Average Number of Hours Worked Per Week: 40 Current/Last Salary \$: 63,240 Salary Period: Annually

Dates of Employment: Month 10 Year 2013 To Month Year Total Years Months 5

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades: Professional: Technical/Para-Professional: 4 Clerical: 2 Administrative: 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Please see attached

Reason for Leaving: Still Employed

Past Employer: Policemen's Benevolent Labor Committee

Street Address: 840 South Spring Street City: Springfield State: IL

Position Title: Director of Operations

Average Number of Hours Worked Per Week: 40 Current/Last Salary \$: 60,225 Salary Period: Annually

Dates of Employment: Month 2 Year 2006 To Month 10 Year 2013 Total Years 7 Months 8

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades: Professional: 5 Technical/Para-Professional: 2 Clerical: 1 Administrative: 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Reason for Leaving: career growth

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or 800/526-0844 (TTY Only).
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (8)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check **ONE** box and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
A	G	
<input type="checkbox"/>	<input type="checkbox"/>	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can also be used in addition to "Black" or "African American".
B	H	
<input type="checkbox"/>	<input type="checkbox"/>	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
C	J	
<input type="checkbox"/>	<input type="checkbox"/>	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
D	K	
<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
E	L	
<input type="checkbox"/>	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
P	Q	

Are you an Individual with a Disability? Yes No

[Link to State of Illinois Assessment Centers, Testing and Career Counseling Information](#)

**Law Enforcement Training & Standards Board – Private Assistant to the Director – October 2013
– Present**

- Serves as a Personal Assistant to the Executive Director, assists in planning, development and execution of operations, keeps abreast of Board programs, new initiatives, legislative mandates, state regulations and procedures, answers inquiries concerning the Board programs, operations, rules and regulations. Interoperates the Directors working philosophies and missions, drafts correspondence of technical nature, and coordinates the Executive Directors schedule and travel arrangements.
- Coordinates special projects assigned to administrative staff, explains the Executive Directors instructions and requests. Prioritize projects, monitors progress, offers guidance and directions in matters that are private in nature related to the Board and its main goals.
- Act's as the administrative liaison with the Board members, the Governor's Office, members of the General Assembly, law enforcement representatives and other state officials. Replies to inquiries on behalf of the Director, receives, reviews, and screens incoming correspondence. Notifies the Director of problems, concerns, directs complex and highly technical inquires to subject matter experts and initiates follow-up on response(s).
- Manages all Board Files, records, and maintains the minutes of all Board and committee meetings, establishes updates administrative and confidential files, legislative mandates, statutory requirements and basic training requirements. Archives all records in accordance with State archive regulations and Open Meeting Act Regulations.
- Researches multiple sources, gathers and analyzes data, drafts reports, letters and memorandums, coordinates responses to subpoenas and FOIA requests, assists legal staff with drafting legislation and administrative rules for JCAR.
- Serves as the Personnel Manager providing human resources services, initiates and tracks ePar and eRecruiting for the Director in accordance with CMS requirements, creates and updates position descriptions (CMS104), ensures Rutan compliance, develops interview questions and conducts interviews.
- Serves as the Labor Relations Manager attending all labor related meetings and providing reports as needed.

Policemen's Benevolent Labor Committee – Director of Operations & Legislative Aide – February 2006 – October 2013

- Lobby and assisted over 8,000 Police officers in the state of Illinois. This includes formulating, developing, revising and implementing new legislation, programs and operations; analyzed and evaluated policies and procedures in conjunction with state and federal laws and Departmental rules and regulations.
- Provided administrative direction to our Director and other administrative staff; provided major administrative input into planning for future Department initiatives surrounding new and upcoming legislation, coordinated and controlled implementation of Department programs; confirmed with the Director on the overall integration of all lobbying issues.
- On behalf of the Director, served in a liaison capacity with all 98 police units we represented throughout the state; completed special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agencies policies and implementation of new policies that are affected by legislation.
- Worked in direct contact with members of the legislature; developed legislation; developed legislative initiatives to enhance Police programs as they related to economic development for the State of Illinois; develop research to qualify legislative changes that will improve policing programs.
- Conducted bill reviews on legislation headed to the Directors desk and in doing so had direct input on the outcome of legislation.
- Communicated with many individuals throughout the state, including but not limited to legislators, lobbyists, advocacy groups, Illinois citizens.
- Served as a liaison between the Director and the Lobbyists.
- Tracked critical legislation as it moves through the General Assembly and legislative committees.
- Managed termination and discipline cases that were very private in nature and could not be discussed

outside of the office.

- Managed all billing for all arbitration hearings and other related legal bills.
- Managed all business bills related to the daily operations of the Union.
- Tracked and managed dues payments for over 8,000 labor union members monthly for budget and tax purposes.
- Managed & reported payroll for all employees of the organization weekly.
- Handled all human resource issues including all dental, life, vision, and health insurance renewals.
- Managed all vacation and sick time for all employees.
- Handled all day to day facility operational needs and made sure our facilities are being managed appropriately.
- Reported directly to our Director and Chief Legal Counsel on all day to day operations.

Blue Cross Blue Shield of Illinois – Community Outreach Liaison – May 1999 – February 2006

- Directed, coordinated and reviewed the activities of program areas through subordinate management supervisors; reviewed, modified and implemented existing program objectives or developed new program objectives; acted authoritatively on policy making issues impacting agency management and statewide accomplishment of the goals and objectives of the Company.
- Established and maintained professional liaisons with intergovernmental, public and private organizations; interpreted company programs and objectives for governmental agencies and private and professional organizations. Served as functional member of various agency, public and professional committees and organizations.
- Directed budget preparation and expenditure of company appropriations; made recommendations to the Director about changes in funding and human resource allocations for agency programs. Developed and monitored fiscal control measures to ensure each program area's adherence to budgeted resources.
- Guided the formulation and development of legislative initiatives focused on the needs of the Department and its programs, and provided management direction in the implementation of agency policies and rules; approved the development or revision of operational methods and procedures.



EXAMINING/EMPLOYMENT APPLICATION
(CMS100)

CMS administers civil service testing for agencies under the jurisdiction of the Governor; however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted. Unsigned or incomplete applications will be returned.

Mail completed application to:
CMS Bureau of Personnel
Examining and Counseling Division
Stratton Office Building, Room 500
Springfield, Illinois 62705

PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

1. Position Title PSA Option II Option II Leave Blank

2. Last Name Thornley First Name Jenny MI L 3. SSN [REDACTED]

Address [REDACTED] County [REDACTED] 4. Birthdate (Opt.) 08/25/1980

City [REDACTED] State [REDACTED] Zip [REDACTED] 5. Main Phone [REDACTED] Other Phone [REDACTED]

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/2014

Restrictions none Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice 1: Cook Zone Leave Blank 2: Cook Zone Leave Blank

[Link to Cook Zoned Titles and Location Map](#)

8. Availability A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-526-0844 (TTY only).

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming **service-connected disability**, also include a copy of U.S. Veterans Affairs award letter.) Leave Blank

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after **January 01, 2000** and have already established Veterans preference with CMS.

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice to the applicant.

Written Sign [REDACTED] Date 05/15/14

For CMS Use Only	Exam Date			Test Center
	Month	Day	Year	

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY

* DO NOT INCLUDE COURSES MORE THAN ICE

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours	
List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr
Accounting					Actuarial Science					Afro-American Studies							
Agriculture					Agronomy					Animal Science							
Architecture					Art					Atmospheric Science							
Audiovisual Instruction					Bacteriology					Biochemistry							
Biology					Biostatistics					Botany							
Business Admin/Mgmt					Cell/Molecular Biology					Chemistry							
Computer Science					Conservation					Criminal Justice Admin							
Criminology					Demography					Dietetics, Nutrition							
Divinity/Theology					Early Childhood Dev.					Economics							
Education (Specify)					Engineering (Specify)					Engineering Technology							
Environmental Science					English					Entomology							
Environmental Health					Epidemiology					Finance							
Fire Science					Fish Management					Food Service Management							
Foreign Language (Specify)					Forensic Science					Forestry							
Geography					Geology					Genetics							
Guidance and Counseling					Health/Public Health					History							
Home Economics					Humanities					Human Services							
Hydrology					Industrial Arts					Industrial Hygiene							
Insurance					Journalism					Law (Specify)							
Law Enforcement					Library Science					Limnology							
Mgmt. Info. Systems					Marketing					Mathematics							
Medical Records					Medical Technology					Medicine							
Microbiology					Nursing (Specify)					Park Management							
Pastoral Counseling					Pharmacy					Physics							
Political Science/Govt					Programming					Psychology							
Public Administration					Radio - Television					Recreation							
Rehab Counseling/Admin					Risk Assessment					Secretarial Science							
Social Work					Sociology					Soil Science							
Speech and Drama					Statistics					Therapy (Specify)							
Toxicology					Urban Studies					Wildlife Management							
Zoology					Other:					Other:							
Other:					Other:					Other:							
Other:					Other:					Other:							

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

INCLUDE THE FOLLOWING INFORMATION:

- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

Current (or last) Employer State of Illinois, Law Enforcement Training & Standards Board

Street Address 4500 South 6th Street Road City Springfield State IL

Position Title Private Assistant to the Director

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 63,240 Salary Period Annually

Dates of Employment Month 10 Year 2013 To Month Year Total Years Months 5

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades Professional Technical/Para-Professional 4 Clerical 2 Administrative 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Please see attached

Reason for Leaving: Still Employed

Past Employer Policemen's Benevolent Labor Committee

Street Address 840 South Spring Street City Springfield State IL

Position Title Director of Operations

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 60,225 Salary Period Annually

Dates of Employment Month 2 Year 2006 To Month 10 Year 2013 Total Years 7 Months 8

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades Professional 5 Technical/Para-Professional 2 Clerical 1 Administrative 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Reason for Leaving: career growth

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
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D	K	
<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
E	L	
<input type="checkbox"/>	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
P	Q	

Are you an Individual with a Disability? Yes No

[Link to State of Illinois Assessment Centers, Testing and Career Counseling Information](#)

**Law Enforcement Training & Standards Board – Private Assistant to the Director – October 2013
– Present**

- Serves as a Personal Assistant to the Executive Director, assists in planning, development and execution of operations, keeps abreast of Board programs, new initiatives, legislative mandates, state regulations and procedures, answers inquiries concerning the Board programs, operations, rules and regulations. Interoperates the Directors working philosophies and missions, drafts correspondence of technical nature, and coordinates the Executive Directors schedule and travel arrangements.
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2006 – October 2013**

- Lobby and assisted over 8,000 Police officers in the state of Illinois. This includes formulating, developing, revising and implementing new legislation, programs and operations; analyzed and evaluated policies and procedures in conjunction with state and federal laws and Departmental rules and regulations.
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- On behalf of the Director, served in a liaison capacity with all 98 police units we represented throughout the state; completed special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agencies policies and implementation of new policies that are affected by legislation.
- Worked in direct contact with members of the legislature; developed legislation; developed legislative initiatives to enhance Police programs as they related to economic development for the State of Illinois; develop research to qualify legislative changes that will improve policing programs.
- Conducted bill reviews on legislation headed to the Directors desk and in doing so had direct input on the outcome of legislation.
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outside of the office.

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- Managed all business bills related to the daily operations of the Union.
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- Directed, coordinated and reviewed the activities of program areas through subordinate management supervisors; reviewed, modified and implemented existing program objectives or developed new program objectives; acted authoritatively on policy making issues impacting agency management and statewide accomplishment of the goals and objectives of the Company.
- Established and maintained professional liaisons with intergovernmental, public and private organizations; interpreted company programs and objectives for governmental agencies and private and professional organizations. Served as functional member of various agency, public and professional committees and organizations.
- Directed budget preparation and expenditure of company appropriations; made recommendations to the Director about changes in funding and human resource allocations for agency programs. Developed and monitored fiscal control measures to ensure each program area's adherence to budgeted resources.
- Guided the formulation and development of legislative initiatives focused on the needs of the Department and its programs, and provided management direction in the implementation of agency policies and rules; approved the development or revision of operational methods and procedures.

HIRING MONITOR

Name of Agency: Illinois State Police Merit Board
 IDHR Region / (Facility): 7
 EEO Job Category: 5
 Title of Job to be filled: Public Service Administrator

Candidate's Name: Jenny Thornley
 Position Number: 37015-50-33-000-00-01
 E-Par Number: 78160
 Bid Number: _____
 Date of Hire: 5/16/2014

1. Is the EEO category underutilized? No Yes If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ Disabled: _____

2. Indicate: Race of person selected: White Black Hispanic or Latino
 Sex: Female Male Veteran: No Yes Disability: No Yes

3. Number of individuals who applied or were on the list of eligible(s) 6

Total by Category	# Invited	# Interviewed	# Selected
Women	2	2	1
Black or African American	3	2	0
Hispanic or Latino	0	0	0
Asian	1	1	0
American Indian or Alaskan Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Disabled	0	0	0
Veterans	0	0	0

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.
 Interviewed individuals had no experience or knowledge of the position.

6. Was the position posted? No Yes

7. Name and position of person(s) who interviewed candidates.
Ronald P. Cooley, Julie Webster

8. Name and position of person(s) who recommended the selection of the candidate.

Ronald P Cooley Executive Director / Julie Webster Human Resources Representatives

I have reviewed _____ with this hire. Remarks on reverse side.

 Date 07/15/2014

I approve of this hire _____

 Date 05/20/2014

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

Not signed on effective date - didn't know it needed to be signed on that date

Name: Jenny Thornly

Duties for Public Service Administrator

Fiscal Officer

ISL Reports - Budgeting process - Learned how to move through process - Compliance Audits
Small reports - Vouchers system AIS
"ORGANIZED"

Human Resource Officer

Experience with State System - work through the system

Duties for Public Service Administrator - Continue

Procurement officer

2014 - Training Billing Out Business Plan ^{work} networks
small - Follow the guideline

Group Insurance Representative

Worked with Blue Cross - open enrollments - work
with staff -

Property Control Officer

Bills for RRBA Building 30000 sq ft. 50 employees
C-15 - Depreciation Report -

Duties for Public Service Administrator - Continue

EEO Officer

Affirmative Action Plan - Headcount study

Workmen Compensation Coordinator

Doing that for LETSBy now - taking information

Retirement Coordinator

Handle for LETSBy - works with SERS

Name: Jenny Thonley

Duties for Public Service Administrator

Fiscal Officer

Fiscal Budget

Voucher. ALS

Human Resource Officer

Duties for Public Service Administrator - Continue

Procurement officer

Procurement training

Group Insurance Representative

Blue Cross Blue Shield.
Health Insurance
open enrollments.

Property Control Officer

tag inventory.

Duties for Public Service Administrator - Continue

EEO Officer

Affirmative Action Plan

Workmen Compensation Coordinator

*Current Workmen Comp.
Coordinator.*

Retirement Coordinator

Current



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Public Service Administrator		Fisca/Human Resources Administrator		2	37015-50-33-100-50-01				
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position State Police Merit Board		Fiscal			0	084	N	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position								1-16-2014	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Rutan Exempt				
New/Revised Position Sangamon		AE062			Y				
<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC140 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION									
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
<p>Under direction of the Executive Director serves as Fiscal Officer and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.</p>									
20% 1. Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met; serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.									
20% 2. As Human Resources Administrator for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures, confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, clarify, etc., job descriptions and maintain the organizational structure of the Merit Board.									
15% 3. Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff; responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with the allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles; prepares contract for services ensuring compliance with State laws and Merit Board policy.									
IMMEDIATE SUPERVISOR SIGNATURE					DATE				
By _____					02/18/2014				

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	4. Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
10%	5. Develops, implements, revises and coordinates the financial electronic data processing system for the Merit Board ensuring automation of manual systems are in compliance with the Comptroller's automated systems. Maintains manuals, policies and procedures, including monthly/quarterly/yearly reports and files for the GAAP Coordinator, Auto Liability Coordinator, Motor Vehicle Coordinator, Procurement Purchasing Coordinator, Property Control Officer, Telecommunication Coordinator, and Travel Coordinator.
10%	6. Speaks on behalf of the Executive Director for the Merit Board before Governor's Office staff, Governor's Office of Management and Budget and legislators having authority to commit the Merit Board to specific courses of action relative to fiscal administration. Represents the Executive Director in meetings and/or conferences.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Executive Director, State Police Merit Board	WORKING TITLE (IF ANY)
--	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Resources Specialist	19693-50-33-100-40-02	1
Human Resources Specialist	19693-50-33-100-40-01	1
Human Resources Trainee	19694-50-33-100-40-01	1
Human Resources Representative	19692-50-33-100-40-01	1
Human Resources Associate	19691-50-33-100-40-01	1
Human Resources Representative	19692-50-33-100-40-02	1

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business, accounting or public administration. Requires three years of progressively responsible administrative and accounting experience in public or business organizations. Requires extensive knowledge of the principles of governmental accounting, program budgeting, statistics, human resources and procurement. Requires extensive knowledge of the principles and practices of public and business administration. Requires extensive knowledge of the functions of State government. Requires a thorough knowledge of personal computer applications, word processing, spread sheets, data base systems and Central Management Services mainframe applications.

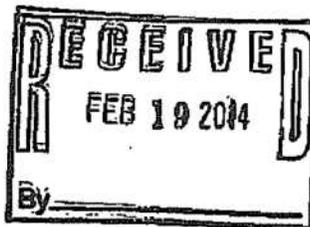
POSITION DESCRIPTION

POSITION TITLE	POSITION NUMBER
Public Service Administrator	37015-50-33-100-50-01

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
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10%	7. Serves as legislative liaison for the Merit Board; researches and identifies legislation that impacts the Board or its mission from a fiscal and/or policy perspective; confers with the Executive Director relative to the strategy for the passage of legislation and rules implementing legislation affecting the Merit Board; attends committee meetings in which bills are assigned directly impacting the Merit Board; testifies on behalf of the Merit Board and the Executive Director. Responds to legislative inquiries from Legislators, constituents, the Governor's Office, etc., represents the Merit Board to the General Assembly on behalf of the Executive Director.
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5%	8. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.
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IS-163 (Special Salary Request)

Agency: Illinois State Police Merit Board			
Position Title: Chief Financial Officer (PSA)			Option Code (if applicable): II ✓
Position Number (16-digit): 92-33-100-50-07015-01 STOE-50 23-100-5001	Exempt Code (if applicable): 403 ✓	Rutan Exempt (?): yes	Bargaining Unit Code: code AE 062 bro
Candidate Name (CMS-100 Attached): Jenny Thornley		Social Security Number: [REDACTED]	
Minimum Training / Education Required: 4 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.		Candidate's Training / Education: Serving as the Merit Board CFO and Director Of Personnel since May of 2014. She has 8 previous years as Director of fiscal and Admin operations with the PSPA.	
Minimum Experience Required: 4 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.		Candidate's Experience: Serving as the Merit Board CFO and Director Of Personnel since May of 2014. She has 8 previous years as Director of fiscal and Admin operations with the PSPA.	
Requested Monthly Base Salary Not to Exceed: 6,959	Pay Step:	Candidate's Current or Most Recent Monthly Base Salary: 5,417	Percent (%) Increase: 28% 10,019/bro
Salary Adjustment Relation (Check one Below):			
<input type="checkbox"/> Entrance Salary	<input type="checkbox"/> Exempt Appointment	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Promotion
<input type="checkbox"/> Transfer	<input type="checkbox"/> Interim Assignment	<input checked="" type="checkbox"/> Best Interest	<input type="checkbox"/> Additional Duties & Responsibilities
<input type="checkbox"/> Agency Error or Oversight	<input checked="" type="checkbox"/> Other		
Justification for Request: Jenny Thornley The results of a salary comparison analysis yielded the following results for Chief Financial Officer & Personnel Director who occupies a Public Service Administrator, Opt on 2 position serving in the Illinois State Police Merit Board's agency Chief Financial Officer: <ul style="list-style-type: none"> Ronnie Munoz Art Council - Public Service Administrator \$5768 Ewa Fwa Human Rights Commission - Public Service Administrator \$6295 Daniel Sluga Law Enforcement Training & Standards Board Public Service Administrator \$5572 Jenny Thornley Illinois State Police Merit Board - Public Service Administrator \$5950 In order to reduce the disparity in salary Jenny Thornley the Illinois State Police Merit Board is requesting to increase his salary to \$6959 per month. This is necessary in order to reduce the salary disparity that exists in comparison to the individuals in other comparable positions. This request is in the best interest of the State of Illinois and the Illinois State Police Merit Board. [Signature] [REDACTED] [REDACTED] 10/15/15			
Desired Effective Date (not required): 07/01/2016			
Agency Head Signat [REDACTED]			
Director of Central Management Services' Signature: M. M. Hoffmann [REDACTED] 10/15/15			Effective Date (to be completed by CMS): 7/1/2015 OR LATER

Approved Denied

Send Request To (By Email): CMS-163@Illinois.gov
 Send Request To (By Mail): Department of Central Management Services
 Bureau of Personnel
 Room 504 Stratton Bldg.
 401 S. Spring Street
 Springfield, IL 62766
 [REDACTED] reach11@illio



04/17/2015

Memo: Employee Salary Increases approved by the Illinois State Police Merit Board during the 04/17/2015 Board Meeting.

The employee's salary increases listed below have been approved effective 07/01/2015. The increases are being incanted to compensate the employees through our restructuring of the office and in accordance of duties and responsibilities.

- Eric Garvue, Information Systems Analyst, 5%
- Ronald Cooley , Executive Director, 3%
- Julie Webster, Program Manager, 12%
- Emily Fox, Public Administration Intern, 3%
- Jenny Thornley, CFO & Personnel Director, 10%

[Redacted Signature]

4/17/2015

Date

[Redacted Signature]

04-17-15

Board Chairman Signature, Date



CMS administers civil service testing for agencies under the jurisdiction of the Governor; however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted. Unsigned or incomplete applications will be returned.
PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

Mail completed application to:
CMS Bureau of Personnel
Examining and Counseling Division
Stratton Office Building, Room 500
Springfield, Illinois 62706

1. Position Title Public Service Administrator Option II Leave Blank

2. Last Name Thomley First Name Jenny MI L 3. SSN [REDACTED]

Address [REDACTED] County [REDACTED] 4. Birth Date (Opt.) 03/25/1980

City [REDACTED] State [REDACTED] Zip [REDACTED] 5. Main Phone [REDACTED] Other Phone _____

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/2018

Restrictions Non-CDL A B C D L M CDL A B ENDOR X N

7. County Choice Select 1 or 2 1: Cook Zone Leave Blank 2: Cook Zone Leave Blank

[Link to Cook Zoned Titles and Location Map](#)

8. Availability A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-843-8138 or Illinois Relay Center at 1-800-526-0844.

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter.) Leave Blank

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving unremarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public.

Written [REDACTED] Date 06/30/2015

For CMS Use Only		Exam Date		Test Center	
Mo	Day	Yr			

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris University	06/88	06/01	Part	Business & Legal Administration	2 years	Yes
University of Illinois Champaign	03/2010	03/2012	Part	Labor Law Studies	2 years	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
Illinois Health Insurance National Producers License	XXXXXXXXXX	Illinois	08/2002	08/2004

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address of Colleges/Universities Attended and Indicate Undergraduate(U)/Graduate(G)	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY

15. WORK HISTORY: Complete this section in detail. All fields **MUST** be completed to be considered for grading. Begin with most recent position title and work backward. If you have an **extensive** work history with one employer, **list each change in position title separately** including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

INCLUDE THE FOLLOWING INFORMATION:

- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

Current (or last) Employer Illinois State Police Merit Board

Street Address 531 Sangamon Ave East City Springfield State IL

Position Title PSA Option II (CFO)

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 65,000 Salary Period Annually

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades _____ Professional 2 Technical/Para-Professional _____ Clerical _____ Administrative 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

CFO & Director of Personnel

Please see job description attached

Reason for Leaving: still employed

Past Employer Law Enforcement Training and Standards Board

Street Address 4500 South 6th Street City Springfield State IL

Position Title Private Secretary II

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 60,225 Salary Period Annually

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades _____ Professional _____ Technical/Para-Professional _____ Clerical _____ Administrative _____

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Reason for Leaving: _____

- State law requires that you furnish certain information about your child support obligation at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (8)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (Optional) _____ @ _____

The following section is optional.

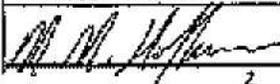
The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check **ONE box** and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
A	G	
<input type="checkbox"/>	<input type="checkbox"/>	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
B	H	
<input type="checkbox"/>	<input type="checkbox"/>	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
C	J	
<input type="checkbox"/>	<input type="checkbox"/>	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
D	K	
<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
E	L	
<input type="checkbox"/>	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
P	Q	

Are you an Individual with a Disability? Yes No

[Link to State of Illinois Assessment Centers, Testing and Career Counseling Information](#)

CMS-163 (Special Salary Request)

Agency: Illinois State Police Merit Board			
Position Title: Public Services Administrator		Option Code (if applicable): II ✓	
Position Number (16-digit): 37015-50-33-100-56-01	Exempt Code (if applicable): ACTS ✓	Rutan Exempt (?): Yes ✓	Bargaining Unit Code: AE062 ✓
Candidate Name (CMS-100 Attached): Jenny Thornley		Social Security Number: [REDACTED]	
Minimum Training / Education Required: 4 years of college or equivalent administrative training		Candidate's Training / Education: Over 2 years of experience serving as the ISPMB Chief Financial officer. Prior to serving the state of Illinois she was the Director of fiscal operations for the PSPA of Illinois for over 8 years.	
Minimum Experience Required: 4 years of college or equivalent administrative training		Candidate's Experience: Over 2 years of experience serving as the ISPMB Chief Financial officer. Prior to serving the state of Illinois she was the Director of fiscal operations for the PSPA of Illinois for over 8 years.	
Requested Monthly Base Salary Not to Exceed: 5136	Pay Step:	Candidate's Current or Most Recent Monthly Base Salary: 5989	Percent (%) Increase: 3%
Salary Adjustment Relation (Check one Below):			
<input type="checkbox"/> Entrance Salary	<input type="checkbox"/> Exempt Appointment	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Promotion
<input type="checkbox"/> Transfer	<input type="checkbox"/> Interim Appointment	<input checked="" type="checkbox"/> Best Interest	<input type="checkbox"/> Additional Duties & Responsibilities
<input type="checkbox"/> Agency Error or Oversight	<input checked="" type="checkbox"/> Other		
Justification for Request:			
<p>Jenny Thornley</p> <p>The results of a salary comparison analysis yielded the following results for Jenny Thornley who occupies a PSA Option II position.</p> <ul style="list-style-type: none"> • Ronnie Munoz Art Council PSA 06753 37015- 50-90-320-00-01 - CF Advs opt 1 • Eva Eva Human Rights Commission PSA 02295 37015-50-01- 000-10-d 149062 - opt 2 • Daniel Stutz Law Enforcement Training Board - PSA 09572 - which - unfair compare • Jenny Thornley Illinois State Police Merit Board PSA 05,989 <p>In order to reduce the disparity in salary for Jenny Thornley, the Illinois State Police Merit Board is requesting to increase her salary to 56,136 per month. This is necessary in order to reduce the salary disparity that exists in comparison to the individuals in other comparable positions. This request is in the best interest of the State of Illinois and the Illinois State Police Merit Board.</p>			
Desired Effective Date (not required): 07/01/2016			
Age: [REDACTED]			
Director of Central Management Services' Signature: 		Effective Date (to be completed by CMS): 7-1-16 or later	

Approved Denied

7-1-15 BA 233 + 10.01% salary comparison
 Send Request To (By Email): CMS.163@illinois.gov

Send Request To (My Mail): Department of Central Management Services
 Bureau of Personnel
 Room 504 Stratton Bldg.
 401 S. Spring Street
 Springfield, IL 62706 rcud 10-4-16

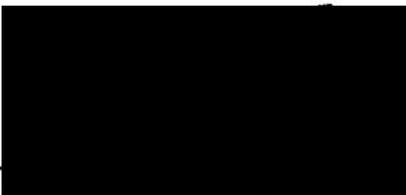
**Illinois State Police Merit Board
July 1st 2016 Personnel Salary Increases**



Friday, July 13th, 2016

The Illinois State Police Merit Board has approved salary increases of 3% effective 07/01/2016 for the following employees. This increase was approved during the Board meeting on 07/15/2016

Ronald Cooley, Senior Public Service Administrator
Jenny Thornley, Public Service Administrator
Julie Webster, Human Resources Specialist
Eric Garvue, Information Systems Analyst I
Emily Fox, Human Recourses Representative
Krista Grant, Private Secretary II



Board Chairman
Illinois State Police Merit Board

Date: 07/15/2016

CMS administers civil service testing for agencies under the jurisdiction of the Governor; however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted. Unsigned or incomplete applications will be returned.
PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

Mail completed application to:
CMS Bureau of Personnel
Examining and Counseling Division
Stratton Office Building, Room 500
Springfield, Illinois 62708

1. Position Title PSA Option 11 Leave Blank

2. Last Name Theriot First Name Jessica MI L 3. SSN [REDACTED]

Address [REDACTED] County [REDACTED] 4. Birth Date (Opt.) 06/17/80

City [REDACTED] State IL Zip [REDACTED] Main Phone [REDACTED] Other Phone [REDACTED]

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/2018

Restrictions None Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice Select 1 or Z: 1: Sangamon Cook Zone [REDACTED] Leave Blank [REDACTED] 2: [REDACTED] Cook Zone [REDACTED] Leave Blank [REDACTED]

[Link to Cook Zones Tables and Location Map](#)

8. Availability A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-843-8133 or Illinois Relay Center at 1-800-526-0844.

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter.)

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving (unremarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be referred to the public without further notice to the applicant.

[REDACTED SIGNATURE] Date 10/10/2016

For CMS Use Only	Exam Date			Test Center
	Mo	Day	Yr	

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris University	06/88	06/01	Part	Business & Legal Administration	2 years	Yes
University of Illinois Champaign	03/2010	03/2012	Part	Labor Law Studies	2 years	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
Illinois Health Insurance National Producers License	[REDACTED]	Illinois	08/2002	08/2004

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address of Colleges/Universities Attended and Indicate Undergraduate(U)/Graduate(G)	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

Click to use College Course Alternate Selection Page

Click to use College Course Selection Table

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours			
List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr
Accounting					Actuarial Science					Afro-American Studies									
Agriculture					Agronomy					Animal Science									
Architecture					Art					Atmospheric Science									
Audiovisual Instruction					Bacteriology					Biochemistry									
Biology					Biostatistics					Botany									
Business Admin/Mgmt					Cell/Molecular Biology					Chemistry									
Computer Science					Conservation					Criminal Justice Admin									
Criminology					Demography					Dietetics, Nutrition									
Divinity/Theology					Early Childhood Dev.					Economics									
Education (Specify)					Engineering (Specify)					Engineering Technology									
Environmental Science					English					Entomology									
Environmental Health					Epidemiology					Finance									
Fire Science					Fish Management					Food Service Management									
Foreign Language (Specify)					Forensic Science					Forestry									
Geography					Geology					Genetics									
Guidance and Counseling					Health/Public Health					History									
Home Economics					Humanities					Human Services									
Hydrology					Industrial Arts					Industrial Hygiene									
Insurance					Journalism					Law (Specify)									
Law Enforcement					Library Science					Limnology									
Mgmt. Info. Systems					Marketing					Mathematics									
Medical Records					Medical Technology					Medicine									
Microbiology					Nursing (Specify)					Park Management									
Pastoral Counseling					Pharmacy					Physics									
Political Science/Govt					Programming					Psychology									
Public Administration					Radio - Television					Recreation									
Rehab Counseling/Admin					Risk Assessment					Secretarial Science									
Social Work					Sociology					Soil Science									
Speech and Drama					Statistics					Therapy (Specify)									
Toxicology					Urban Studies					Wildlife Management									
Zoology					Other:					Other:									
Other:					Other:					Other:									
Other:					Other:					Other:									

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

INCLUDE THE FOLLOWING INFORMATION:

- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

Current (or last) Employer Illinois State Police Merit Board

Street Address 531 Sangamon Ave East City Springfield State IL

Position Title PSA Option II (CFO)

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 71,508 Salary Period Annually

Dates of Employment Month 5 Year 2014 To Month Year Total Years 2 Months 5

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades Professional 2 Technical/Para-Professional 1 Clerical Administrative 3

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

CFO & Director of Personnel

Please see job description attached

Reason for Leaving: still employed

Past Employer Law Enforcement Training and Standards Board

Street Address 4500 South 6th Street City Springfield State IL

Position Title Private Secretary II

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 60,225 Salary Period Annually

Dates of Employment Month 10 Year 2013 To Month 5 Year 2014 Total Years Months 7

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades Professional Technical/Para-Professional Clerical Administrative

Describe the Duties and Responsibilities for Each Title Separately: (Entry area expands to accommodate your response.)

Reason for Leaving:

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2632/12 (a)) and Public Act 93-0812, effective August 12, 2004, (705 ILCS 406/5-915 (8)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 6 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (Optional) [REDACTED] @ [REDACTED]

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
A	G	
<input type="checkbox"/>	<input type="checkbox"/>	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
B	H	
<input type="checkbox"/>	<input type="checkbox"/>	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
C	J	
<input type="checkbox"/>	<input type="checkbox"/>	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
D	K	
<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
E	L	
<input type="checkbox"/>	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
P	Q	

Are you an Individual with a Disability? Yes No

Link to State of Illinois Assessment Centers, Testing and Career Counseling Information

Jenny L. Thornley

Cell [REDACTED]

Email [REDACTED]

EDUCATION:

Robert Morris College

Business & legal Administration - May 1999 - May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & legislative law - May 2012

PROFESSIONAL EXPERIENCE:

State of Illinois, Illinois State Police Merit Board, Chief Financial Officer & Director of Personnel- October 2013 – Current

- Under direction of the Executive Director serves as Fiscal Officer and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring for a budget over 8 million. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.
- Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Serves as the Human Resources Administrator for the Merit Board. Implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures, confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions and maintain the organizational structure of the Merit Board.
- Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles; prepares contract for services ensuring compliance with State laws and Merit Board policy.

- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

**II. Policemen's Benevolent Labor Committee- Director of Operations & Finance -
February 2007 - October 2013**

- Formulate, develop, revise and implement statewide policies for EEO programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws and Department rules and regulations; direct studies evaluating existing programs and the projected benefits and cost effectiveness of proposed programs and operations; identify and assess problem areas or potential problem areas, establishing mechanisms for resolution; oversee development and modification of program services.
- Provide administrative direction to Division Managers and other administrative staff; provide major administrative input into planning for future finance initiatives and the direction of police department operations; coordinate and control implementation of Department programs; confer with the Director on the overall integration and coordination of programs to resolve administrative problems and ensure Agency improvements.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives; recommend and administer discipline as necessary; approve/deny requests for time off; recommend salary increases; hear and respond to grievances; conduct interviews of prospective new employees and recommend applicants for hire.
- Prepares Labor Committee budget and supporting documentation for Director's approval. Monitors and controls the Labor Committee's expenditures for financial reporting, business controls and cash management purposes.
- On behalf of the Director, serve in a liaison capacity with the Office of the President; complete special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agency policies and implementation of new policies.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the Bureau of the Budget.
- Manage and implement all Human Recourse initiatives for our agency, track and monitor all discipline issues, maintain all personnel records for the agency.

- Serves in an advisory and consultative capacity to the Director. Represent the Director in meetings and functions. Exercises considerable independence and discretionary authority for the Director. Acts authoritatively on policy making issues impacting agency management and statewide agency operations; develop long range plans for the Agency and monitor progress toward accomplishment of the goals and objectives of the agency.

Blue Cross Blue Shield of Illinois - Membership Supervisor - May 1999 - December - 2005

- Managed and supervised 30-50 employees reviewed, modified and implemented existing program objectives or developed new program objectives; acted authoritatively on policy making issues impacting agency management and statewide accomplishment of the goals and objectives of the Company.
- Directed budget preparation and expenditure of company appropriations; made recommendations to the Director about changes in funding and human resource allocations for agency programs. Developed and monitored fiscal control measures to ensure each program area's adherence to budgeted resources.
- Delivered all employee reviews, handed down reprimands as needed. Managed hiring and firing practices for the membership department. Monitored and managed all disciplinary actions for each employee.
- Guided the formulation and development of legislative initiatives focused on the needs of the Department and its programs, and provided management direction in the implementation of agency policies and rules; approved the development or revision of operational methods and procedures.

References

- **Hon. William Houlihan**
Statewide Director
Senator Richard Durbin
[REDACTED]
- **Kevin Schobin**
Assistant Comptroller
State of Illinois office of the Comptroller
[REDACTED]
- **James Reimer Jr.**
Lobbyist
Governmental Consulting Solutions
[REDACTED]
- **Leo Schmitz**
Director
Illinois State Police
[REDACTED]
- **Ronald Cooley**
Executive Director
Illinois State Police Merit Board
[REDACTED]

Jenny Thornley Resume 2016

Jenny Thornley

Thu 5/18/2017 3:31 PM

To: Jenny Thornley <jthornley@ispmeritboard.org>;

 1 attachment

Jenny Thornley Resume 2016.doc;

Jenny L. Thurnley

Cell [REDACTED]

Email: [REDACTED]

EDUCATION:

Robert Morris College

Business & Legal Administration - May 1999 – May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & Legislative Law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

State of Illinois, Illinois State Police Merit Board, Chief Financial Officer & Director of Personnel & Policy – November 2013– Current

- Under direction of the Executive Director serves as Fiscal Officer and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.
- Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Serves as the Human Resources Administrator for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures, confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions and maintain the organizational structure of the Merit Board.
- Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles, prepares contract for services ensuring compliance with State laws and Merit Board policy.
- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full-line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

IL. Policemen's Benevolent Labor Committee- Director of Operations - February 2007 - October 2013

- Formulate, develop, revise and implement statewide policies for EFO programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws and Department rules and regulations; direct studies evaluating existing programs and the projected benefits and cost effectiveness of proposed programs and operations; identify and assess problem areas or potential problem areas, establishing mechanisms for resolution; oversee development and modification of program services.
- Provide administrative direction to Division Managers and other administrative staff; provide major administrative input into planning for future HR initiatives and the direction of police department operations; coordinate and control implementation of Department programs; confer with the Director on the overall integration and coordination of programs to resolve administrative problems and ensure Agency improvements.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives; recommend and administer discipline as necessary; approve/deny requests for time off; recommend salary increases; hear and respond to grievances; conduct interviews of prospective new employees and recommend applicants for hire.
- On behalf of the Director, serve in a liaison capacity with the Office of the President; complete special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agency policies and implementation of new policies.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the Bureau of the Budget.
- Manage and implement all Human Resource initiatives for our agency, track and monitor all discipline issues, maintain all personnel records for the agency.
- Serves in an advisory and consultative capacity to the Director. Represent the Director in meetings and functions. Exercises considerable independence and discretionary authority for the Director. Acts authoritatively on policy making issues impacting agency management and statewide agency operations; develop long range plans for the Agency and monitor progress toward accomplishment of the goals and objectives of the agency.

Blue Cross Blue Shield of Illinois - Membership Supervisor - May 1999 - December, 2005

- Managed and supervised 30-50 employees reviewed, modified and implemented existing program objectives or developed new program objectives; acted authoritatively on policy making issues impacting agency management and statewide accomplishment of the goals and objectives of the Company.
- Directed budget preparation and expenditure of company appropriations; made recommendations to the Director about changes in funding and human resource allocations for agency programs. Developed and monitored fiscal control measures to ensure each program area's adherence to budgeted resources.
- Delivered all employee reviews, handed down reprimands as needed. Managed hiring and firing practices for the membership department. Monitored and managed all disciplinary actions for each employee.
- Guided the formulation and development of legislative initiatives focused on the needs of the Department and its programs, and provided management direction in the implementation of agency policies and rules; approved the development or revision of operational methods and procedures.

Jenny L. Thurnley

Cell

Email:

EDUCATION:

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Business & Legal Administration - May 1999 - May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & Legislative Law Certificate - May 2012

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State of Illinois, Illinois State Police Chief Financial Officer & Director of Personnel & Policy - November 2013 - Current

- Under direction of the Executive Director serves as Fiscal Officer and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources. Manage a 10-15 million dollar budget.
- Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Serves as the Human Resources Administrator for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures, confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions and maintain the organizational structure of the Merit Board.
- Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles, prepares contract for services ensuring compliance with State laws and Merit Board policy.
- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full time supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

IL. Policemen's Benevolent Labor Committee- Chief Financial Officer & Director of Operations - February 2007 - October 2013

- Formulate, develop, revise and implement statewide policies for EFO programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws and Department rules and regulations; direct studies evaluating existing programs and the projected benefits and cost effectiveness of proposed programs and operations; identify and assess problem areas or potential problem areas, establishing mechanisms for resolution; oversee development and modification of program services. Managed \$15 million dollar budget.
- Provide administrative direction to Division Managers and other administrative staff; provide major administrative input into planning for future HR initiatives and the direction of police department operations; coordinate and control implementation of Department programs; confer with the Director on the overall integration and coordination of programs to resolve administrative problems and ensure Agency improvements.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives; recommend and administer discipline as necessary; approve/deny requests for time off; recommend salary increases; hear and respond to grievances; conduct interviews of prospective new employees and recommend applicants for hire.
- On behalf of the Director, serve in a liaison capacity with the Office of the President; complete special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agency policies and implementation of new policies.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the Bureau of the Budget.
- Manage and implement all Human Resource initiatives for our agency, track and monitor all discipline issues, maintain all personnel records for the agency.
- Serves in an advisory and consultative capacity to the Director. Represent the Director in meetings and functions. Exercises considerable independence and discretionary authority for the Director. Acts authoritatively on policy making issues impacting agency management and statewide agency operations; develop long range plans for the Agency and monitor progress toward accomplishment of the goals and objectives of the agency.

Blue Cross Blue Shield of Illinois - Membership Supervisor - May 1999 - December 2005

- Managed and supervised 30-50 employees reviewed, modified and implemented existing program objectives or developed new program objectives; acted authoritatively on policy making issues impacting agency management and statewide accomplishment of the goals and objectives of the Company.
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- Delivered all employee reviews, handed down reprimands as needed. Managed hiring and firing practices for the membership department. Monitored and managed all disciplinary actions for each employee.
- Guided the formulation and development of legislative initiatives focused on the needs of the Department and its programs, and provided management direction in the implementation of agency policies and rules; approved the development or revision of operational methods and procedures.

CMS-163 (Special Salary Request)

Agency: Hinds State Police Merit Board			
Position Title: Public Service Administrator (Chief Financial Officer & Director of Personnel)		Option Code (if applicable): II	
Position Number (16-digit): 37015-50-33-100-60-01	Exempt Code (if applicable): 413	Rutan Exempt (Y): yes	Bargaining Unit Code: post AE062
Candidate Name (CMS-100 Attached): Jenny L. Thornley		Social Security Number: [REDACTED]	
Minimum Training / Education Required: 4 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.		Candidate's Training / Education: Has been serving as the Merit Board CFO and Director of Personnel since May of 2011. She has 8 previous years as Director of fiscal and Admin operations with the PBPA.	
Minimum Experience Required: 4 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.		Candidate's Experience: Serving as the Merit Board CFO and Director of Personnel since May of 2014. She has 8 previous years as Director of fiscal and Admin operations with the PBPA.	
Requested Monthly Base Salary Not to Exceed: \$445	Pay Step:	Candidate's Current or Most Recent Monthly Base Salary: \$138	Percent (%) Increase: 3%
Salary Adjustment Relation (Check one Below):			
<input type="checkbox"/> Entrance Salary	<input type="checkbox"/> Exempt Appointment	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Promotion
<input type="checkbox"/> Transfer	<input type="checkbox"/> Interim Assignment	<input type="checkbox"/> Best Interest	<input checked="" type="checkbox"/> Additional Duties & Responsibilities
<input type="checkbox"/> Agency Error or Oversight	<input type="checkbox"/> Other		
Justification for Request: The Hinds State Police Merit Board has raised 6% increases effective 08/01/2018 for all employees. This has not been discussed and approved with the Governor's office; please see the email attached from the Board and the office of the Governor.			
Desired Effective Date (not required): 08/01/2018			
Agency Head Signature: [REDACTED]		Effective Date (to be completed by CMS): 08/01/2018 or later	

Approved Denied

Sent Request To (By Email): CMS.hes@mississippi.gov
 Sent Request To (By Mail): Department of Central Management Services
 Bureau of Personnel
 Room 504 Stratton Bldg.
 211 S. Spring Street
 Springfield, IL 62706

RECEIVED 8/28/18

**Illinois State Police Merit Board
08/01/2018 Cost of living Increases**



July 17, 2018

The Illinois State Police Merit Board has approved cost of living increase of 5% effective 08/01/2018 for employees listed below. This increase was approved during the Board meeting held on 07/17/2018. 2.5 % represents an increase for 2017 and 2.5% represents an increase for 2018. Increases are effective 08/01/2018.

Emily Fox, Human Recourses Representative
Daniel Dykstra, Technical Advisor III
Jenny Thornley, Public Service Administrator
Eric Garvue, Information Systems Analyst I



Mr. Reeve B. Waud, I
Board Chairman
Illinois State Police Merit Board

Date: 7-19-18



EXAMINING/EMPLOYMENT APPLICATION
(CMS100)

CMS administers civil service testing for agencies under jurisdiction of the Governor; however, actual employment decisions are made by each hiring agency. Information provided on the CMS100 application is used to determine your eligibility for appointment to a State of Illinois position title. It is critical that all information requested be provided accurately and completely. Applications submitted without signature or with omissions, inaccurate or inconsistent information will not be processed or returned to the applicant and may result in the issuance of an ineligible grade for the position title.

A separate application is required for each position title and option for which a grade is being sought. It is preferred that all documents be completed using a personal computing device. Use ink if completing this document by hand. Legible photocopies are accepted. Attachments must be stapled to the back of this document. CMS cannot assume responsibility for unattached documents. Mail completed applications to: CMS Bureau of Personnel, Examining & Counseling Division, Stratton Office Building, Room 500, Springfield IL, 62706.

1. Position Title PSA OPTION II Option II Leave Blank

2. SSN [Redacted] Last Name Thornton First Name Jenny MI L

Address [Redacted] County [Redacted] 4. Birth Date (Opt.) 06/25/80

City [Redacted] State [Redacted] Zip [Redacted] 5. Main Phone [Redacted] Other Phone [Redacted]

6. Drivers License No. [Redacted] State IL Month/Year Expires 06/22

Restrictions Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice Select 1 or 2
1: Sangamon Cook Zone [Redacted] Leave Blank [Redacted]
2: [Redacted] Cook Zone [Redacted] Leave Blank [Redacted]

8. Availability (Check one)
 A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.)
 B. Available for permanent employment; will accept temporary employment.
 C. Available for temporary employment only.

9. VETERANS PREFERENCE:
 For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-626-0844.

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter issued within one year of the current date.)

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

Leave Blank [Redacted]

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public.

[Redacted Signature] Date 8/1/18

For CMS Use Only	Exam Date		Test Center
	Mo	Day	Yr

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris	06/98	06/01	Part	Business	2yrs	Yes
UofT	03/10	3/12	Part	Labour Labour	2yrs	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
IL Health Ins Producers License	[REDACTED]	IL	8/07	8/04

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address (City & State) of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours	
List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr
Accounting						Actuarial Science						Afro-American Studies					
Agriculture						Agronomy						Animal Science					
Architecture						Art						Atmospheric Science					
Audiovisual Instruction						Bacteriology						Biochemistry					
Biology						Biostatistics						Botany					
Business Admin/Mgmt						Cell/Molecular Biology						Chemistry					
Computer Science						Conservation						Criminal Justice Admin					
Criminology						Demography						Dietetics, Nutrition					
Divinity/Theology						Early Childhood Dev.						Economics					
Education (Specify)						Engineering (Specify)						Engineering Technology					
Environmental Science						English						Entomology					
Environmental Health						Epidemiology						Finance					
Fire Science						Fish Management						Food Service Management					
Foreign Language (Specify)						Forensic Science						Forestry					
Geography						Geology						Genetics					
Guidance and Counseling						Health/Public Health						History					
Home Economics						Humanities						Human Services					
Hydrology						Industrial Arts						Industrial Hygiene					
Insurance						Journalism						Law (Specify)					
Law Enforcement						Library Science						Limnology					
Mgmt. Info. Systems						Marketing						Mathematics					
Medical Records						Medical Technology						Medicine					
Microbiology						Nursing (Specify)						Park Management					
Pastoral Counseling						Pharmacy						Physics					
Political Science/Govt						Programming						Psychology					
Public Administration						Radio - Television						Recreation					
Rehab Counseling/Admin						Risk Assessment						Secretarial Science					
Social Work						Sociology						Soil Science					
Speech and Drama						Statistics						Therapy (Specify)					
Toxicology						Urban Studies						Wildlife Management					
Zoology						Other:						Other:					
Other:						Other:						Other:					
Other:						Other:						Other:					

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

- INCLUDE THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
 - Military experience including dates, listing each change in rank and title
 - Related volunteer experience including dates and hours worked

Current (or last) Employer ISP Merit Board
Street Address 531 Sangamon City Springfield State IL
Position Title CFO - PSA OPT II

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 6,445 /Month
Dates of Employment Month 05 Year 14 To Month Year Total Years 4 Months 4

Supervisory Responsibility: If you supervised employees, record the number supervised in the following categories:
Manual/Trades Professional 2 Technical/Para-Professional 1 Clerical Administrative 3

Describe in detail the duties you performed in this position title: (Entry area expands to accommodate your response.)
CFO + Director of Personnel
(see Attached)

Reason for Leaving:

Past Employer ICETS B
Street Address 4500 S. 6th City Springfield State IL
Position Title Private Secretary II

Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 60,225 /Month
Dates of Employment Month 10 Year 13 To Month 5 Year 14 Total Years Months 7

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below
Manual/Trades Professional Technical/Para-Professional Clerical Administrative

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: New Position

Past Employer PBPA Labor Committee
Street Address 2117g Street City Spokane State ID
Position Title Director of Budget & Personnel

Average Number of Hours Worked Per Week _____ Current/Last Salary \$ _____ /Month
Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below
Manual/Trades _____ Professional _____ Technical/Para-Professional _____ Clerical _____ Administrative 7

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Budget, Personnel

Reason for Leaving: New position

Past Employer _____
Street Address _____ City _____ State _____
Position Title _____

Average Number of Hours Worked Per Week _____ Current/Last Salary \$ _____ /Month
Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below
Manual/Trades _____ Professional _____ Technical/Para-Professional _____ Clerical _____ Administrative _____

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: _____

- State law requires that you furnish certain information about your child support obligations ... the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (8)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (Optional) _____ @ _____

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check **ONE** box and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input checked="" type="checkbox"/> A	<input type="checkbox"/> G	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/> B	<input type="checkbox"/> H	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> C	<input type="checkbox"/> J	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> D	<input type="checkbox"/> K	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> E	<input type="checkbox"/> L	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
<input type="checkbox"/> P	<input type="checkbox"/> Q	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an Individual with a Disability? Yes No

**Duties Under
PSA Option II
Illinois State Police Merit Board
Jenny Thornely**

- Financial Officer- Process all bills/invoices as approved by the Director. Handle all billing inquires. Discuss pucras items with the Executive Director for approval. Work alongside State Police fiscal officer to process cadet classes as approved by GOMB.
- Fiscal reporting- I enter all paid bills into our database after they are paid. These reports are given to Krista for monthly reconciliation reporting which are completed by her and then checked for accuracy by myself.
- Manage and address all policy issues within the agency.
- GAAP reporting officer- report all projected expenditure's during the GAAP period
- Budgeting for results officer- Statutory reporting and mandatory meeting attendance to all hearings posted by the commission.
- Agency Procurement Officer-
 - The State Purchasing Officer exercises the Chief Procurement Officer's procurement authority at the agency level, including but not limited to reviewing and approving procurements at various stages of the process. At the direction of the Chief Procurement Officer, the State Purchasing Officer may be assigned responsibility to approve or reject contracts for the agency.
 - On a regular or ad hoc basis, conducts routine procurement activities of the agency.
 - Reviews and analyzes activities, making recommendations for process improvements.
 - Institutes necessary training to further the understanding of the procurement process and for staff development.
 - Prepares reports necessary for the management and understanding of agency procurement activities. Ensures procurement activities are properly documented to meet legal and other requirements.
 - Works with the Procurement Compliance Monitors as directed by the Chief Procurement Officer, or as is necessary and appropriate, to ensure procurement activities comply with laws, rules, policies and procedures.
- Legislative aid- track, monitor, give briefings, attend hearings and testify on behalf of the Merit Board as needed
- Inventory reporting (report on all inventory items as statutorily required)
- Property Control Officer- make sure all items are maintained in the appropriate area. If items are disposed of they must be done so according to statute.

- Process all employees' benefits and payroll as approved by the Executive Director. Pick up employee vouchers for distribution on pay day.
- Workman's Comp coordinator- Work with Tri-Star as the liaison on all workman's comp claims
- State Employee Retirement Systems coordinator and liaison- Report information as requested on employee personnel matters.
- Motor Vehicle Coordinator (Dan helps me as needed with statutory or reporting issues)
- Auto Liability Coordinator
- Ethics Officer (Dan assists with code and statutory questions as well as legal questions)
- Governor's Office of management and budget liaison- Work with the Governor's office and GOMB to maintain agency fiscal budget guidelines as assigned. Maintains the
- Petty Cash yearly vouchering and reporting to the Comptroller (Krista maintains the files and I process them after approval by the Executive Director)
- Legislative Audit Commission liaison
- Group Insurance administrator- Provide all benefit information to employees as needed yearly during benefit open enrollment. Attend all required meeting/calls/training sessions.
- Personnel Officer- Handle all personnel items that have to be statutorily reported to CMS as well as manage personnel files to make sure up to date documents are maintained in all files.
- Treasurer's office liaison- Process all drafts created by deposits into the fund through the office of the Comptroller for reporting purposes of deposits.
- Comptroller's office Liaison
- Telecommunication's Coordinator – Eric will type up requests but they must be processed for approval and submission by myself.
- Chief Results Office-Work alongside the state's Chief Result's officer to maintain quarterly records to report on our statutory programs.
- Liaison to Secretary of State in the subject of Economic Interest Statement's for employee's and Board members
- Training Coordinator- Coordinate training as requested by Governor's office or the Executive Director.
- Senate and House liaison for all budget questions or issues pertaining to our budget hearings or other miscellaneous requests by legislature.
- Facilities liaison- I Contact CMS laborers to maintain/fix any facility issues we may have with our building.
- Travel Coordinator- Krista creates the travel vouchers for approval and then processing. Travel is approved through myself and the Executive Director always according to Travel Control Board rules.
- I process all end of year fiscal reporting with the help of Krista and then audit the yearly items for accuracy before items are scanned into electronic files.
- EEO officer- I work as a liaison with the Department of Human rights on all EEO matters including statutory reporting.
- Audit Liaison- work alongside the office of the Auditor General as the main contact for all audit engagements.

- Labor Contact- work alongside CMS in all labor questions they assign to agencies. We have had two petitions of interest filed since I have been with the Merit Board, both were rescinded. Our office does not work under any CBA's but we still have a responsibility to respond to inquiries that CMS requests.

Jenny L. Thornley

Cell

JENNY L. THORNEY

EDUCATION:

Robert Morris College:

Business & Legal Administration - May 1999 - May 2001

University of Illinois at Urbana Champaign (UIUC)

Labor & Legislative Law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

State of Illinois, Illinois State Police Merit Board, Chief Financial Officer & Director of Personnel & Policy - November 2013 - Current

- Under direction of the Executive Director serves as Fiscal Officer and Director of Personnel for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources. Manage a 10-15 million dollar budget.
- Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for Fiscal and Budgetary need.
- Manage the daily statutory obligations of the Merit Board including hiring of sworn personnel, discipline, termination of sworn personnel, promotion of all sworn personnel within the Illinois State Police.
- Manage the overall procurement process of the Merit Board acting as the Chief Procurement Officer.
- Audit lead on all auditing of the Illinois State Police Merit Board.

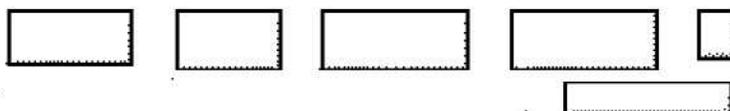
II. Policemen's Benevolent Labor Committee- Chief Financial Officer & Director of Operations - February 2007 - October 2013

- Director of operations, supervised staff, revised and implement statewide policies for EEO & Ethics programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws. Managed a budget of over 10 million.
- Provide administrative direction to the Director and Executive Board on day to day policy and budget issues.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives.
- On behalf of the Director, serve in a liaison capacity with the Office of the President of the United States; complete special or ongoing assignments, often of a sensitive nature.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to
- Budget and Fiscal Director to the Executive Board.

Additional Information-

- Illinois State Police Background security clearance
- Illinois task force on Sexual Harassment
- JB Pritzker for Governor (Children & Family event coordinator)
- Labor 2018 GOTV liaison

Jenny Thornley Resume 03/01/2019 (Updated)



Jenny Thornley
Fri 3/1/2019 10:41 AM

To: [Redacted]

1 Attachment



[Redacted text]

Director Callahan

Please see my resume attached.

Thank you

Jenny Thornley
Chief Fiscal Officer & Personnel Director
Illinois State Police Merit Board
531 Sangamon Ave East
Springfield, IL 62702
Office 217-786-6244
Cell [Redacted]
Fax 217-786-0181

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Jenny L. Thurnley

Cell [REDACTED]

Email: [REDACTED]

EDUCATION:

Robert Morris College

Master's in Business & Legal Administration - May 1999 - May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & Legislative Law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

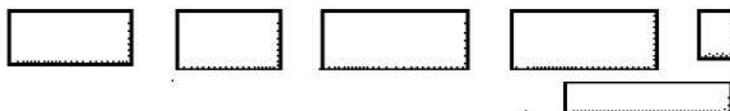
State of Illinois, Illinois State Police Merit Board, Chief Financial Officer & Director of Legislation, Personnel & Policy - November 2013 - Current

- Under direction of the Executive Director serves in a Chief of Staff role, including Chief Fiscal Officer and Human Resources Director for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.
- Serves as Chief Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs; develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Serves as the Human Resources Director for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures; confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions and maintain the organizational structure of the Merit Board.
- Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles; prepares contract for services ensuring compliance with State laws and Merit Board policy.
- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

IL. Policemen's Benevolent Labor Committee- Director of Operations - February 2007 - October 2013

- Formulate, develop, revise and implement statewide policies for EPO programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws and Department rules and regulations; direct studies evaluating existing programs and the projected benefits and cost effectiveness of proposed programs and operations; identify and assess problem areas or potential problem areas, establishing mechanisms for resolution; oversee development and modification of program services.
- Liaison between the office of the Department of Natural Resources and the Policemen's Benevolent Labor Committee. Bargained management contracts with the agency and insured all levels of union contracts were compliant. This requires extensive knowledge of the agency and its divisions.
- Provide administrative direction to Division Managers and other administrative staff; provide major administrative input into planning for future HR initiatives and the direction of police department operations; coordinate and control implementation of Department programs; confer with the Director on the overall integration and coordination of programs to resolve administrative problems and ensure Agency improvements.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives; recommend and administer discipline as necessary; approve/deny requests for time off; recommend salary increases; hear and respond to grievances; conduct interviews of prospective new employees and recommend applicants for hire.
- On behalf of the Director, serve in a liaison capacity with the Office of the President; complete special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agency policies and implementation of new policies.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the Bureau of the Budget.
- Manage and implement all Human Resource initiatives for our agency; track and monitor all discipline issues; maintain all personnel records for the agency.
- Serve in an advisory and consultative capacity to the Director. Represent the Director in meetings and functions. Exercises considerable independence and discretionary authority for the Director. Acts authoritatively on policy making issues impacting agency management and statewide agency operations; develop long range plans for the Agency and monitor progress toward accomplishment of the goals and objectives of the agency.

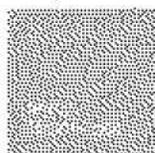
Jenny Thornley Resume 2019 (2)



Jenny Thornley
Fri 7/17/19 3:43 AM

To: [Redacted]

1 Attachment



View Tools [Redacted]

Good Morning-

I have a few resume versions and this one is the most in depth. If you need anything additional please feel free to let me know.

Have a great day!

Jenny Thornley
Chief Fiscal Officer & Personnel Director
Illinois State Police Merit Board
531 Sangamon Ave East
Springfield, IL 62702
Office 217 785 6244
Cell [Redacted]
Fax 217 786 0181

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Jenny L. Thurnley

Cell [REDACTED]

Email: [REDACTED]

EDUCATION:

Robert Morris College

Master's in Business & Legal Administration - May 1999 – May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & Legislative Law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

State of Illinois, Illinois State Police Merit Board, Chief Financial Officer & Director of Legislation, Personnel & Policy November 2013 - Current

- Under direction Of the Executive Director serves as Fiscal Officer and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.
- Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs; develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Serves as the Human Resources Administrator for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures; confers regularly with the Executive Director to address problems and establish resolutions; Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions, and maintain the organizational structure of the Merit Board.
- Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles, prepares contract for services ensuring compliance with State laws and Merit Board policy.
- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

**IL. Policemen's Benevolent Labor Committee- Director of Operations - February 2007 -
October 2013**

- Formulate, develop, revise and implement statewide policies for EPO programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures in conjunction with state and federal laws and Department rules and regulations; direct studies evaluating existing programs and the projected benefits and cost effectiveness of proposed programs and operations; identify and assess problem areas or potential problem areas, establishing mechanisms for resolution; oversee development and modification of program services.
- Provide administrative direction to Division Managers and other administrative staff; provide major administrative input into planning for future HR initiatives and the direction of police department operations; coordinate and control implementation of Department programs; confer with the Director on the overall integration and coordination of programs to resolve administrative problems and ensure Agency improvements.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives; recommend and administer discipline as necessary; approve/deny requests for time off; recommend salary increases; hear and respond to grievances; conduct interviews of prospective new employees and recommend applicants for hire.
- On behalf of the Director, serve in a liaison capacity with the Office of the President; complete special or ongoing assignments, often of a sensitive nature dealing with the administration of the Agency policies and implementation of new policies.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the Bureau of the Budget.
- Manage and implement all Human Resource initiatives for our agency; track and monitor all discipline issues; maintain all personnel records for the agency.
- Serves in an advisory and consultative capacity to the Director. Represent the Director in meetings and functions. Exercises considerable independence and discretionary authority for the Director. Acts authoritatively on policy making issues impacting agency management and statewide agency operations; develop long range plans for the Agency and monitor progress toward accomplishment of the goals and objectives of the agency.

Legislative Director Resume Attached

Jenny Thornley

Tue 6/18/2019 3:20 PM

To [REDACTED] >

1 attachment

img-618150923-0001.pdf,

Dear Director Paul,

Please see my resume for the posted Legislative Director position within IFT attached.

Sincerely,

Jenny Thornley
[REDACTED]

RECEIVED
JUL 10 2013
POLICE TRAINING
DIVISION

EDUCATION:

Robert Morris College:

Business & Legal Administration - May 1999 - May 2001

University of Illinois at Urbans-Champaign (UIUC)

Labor & legislative law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

Illinois State Police Merit Board, Chief Financial Officer & Director of Legislative Policy -

November 2013- Current

- Under direction Of the Executive Director serves as Fiscal Officer, Director of Legislative Policy, and Director of Personnel for the State Police Merit Board.
 - o Speaks on behalf of the Executive Director before Governor's office staff, committee hearings and legislators with the authority to commit resources.
 - o Manage a 10-15-million-dollar budget, from initial budget preparation, to hearing presentation and budget implementation.
 - o Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Statutory Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring.
 - o Serves as interdepartmental liaison in all related fields.
- Serves as the Agency Legislative contact on all legislative matters.
- Manage the daily statutory obligations of the Merit Board including hiring of sworn personnel, discipline, termination of sworn personnel, promotion of all sworn personnel within the Illinois State Police.
- Manage the overall procurement process of the Merit Board acting as the Chief Procurement Officer.
- Audit lead on all auditing of the Illinois State Police Merit Board.

IL Policemen's Benevolent Labor Committee- Chief Financial Officer & Director of Operations -

February 2007 - October 2013

- Budget and Fiscal Director to the Executive Board.
- Director of operations, supervised staff, revised and implement statewide policies for EEO & Ethics programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures on the state level in conjunction with state and federal laws. Managed a budget of over 10 million.
- On behalf of the Director, serve in a liaison capacity with the Office of the President of the United States; complete special or ongoing assignments, often of a sensitive nature.
- Coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise in matters relating to law enforcement issues.
- Provide administrative direction to the Director and Executive Board on day to day policy and budget issues; including but not limited to, developing and implementing appropriate controls relative to Board staffing.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives.

Additional Information-

- 2019 Loretta Durbin FWIL class participant
- Illinois State Police Background Security Clearance
- Illinois task force on Sexual Harassment
- JB Pritzker for Governor (Children Event Coordinator)
- Labor 2018 GOTV liaison
- I have run for local office and understand the political processes very well
- I have been heavily involved with the following IL races at a high level, Cheri Bustos, Tammy Duckworth, Susana Mendoza, JB Pritzker, Betsy Dirksen Landrigan, Lauren Underwood

Jenny L. Thornley

Cell [REDACTED]
[REDACTED]

EDUCATION:

University of Illinois at Urbana-Champaign

M.A. Political Science - April 2003

University of Illinois at Urbana-Champaign

Labor & legislative law - May 2012

PROFESSIONAL EXPERIENCE:

Illinois State Police Merit Board, Chief Financial Officer & Director of Legislative Policy

November 2013- Current

- Under direction Of the Executive Director serves as Fiscal Officer, Director of Legislative Policy, and Personnel for the State Police Merit Board.
 - Speaks on behalf of the Executive Director before Governor's office staff, committee hearings and legislators with the authority to commit resources. Cultivating lasting relationships statewide in both chambers of the Legislature. Testify on behalf of the agency on all issues, including but not limited to:
 - Manage a 10-15-million-dollar budget, from initial budget preparation with GOMB, to hearing presentation and budget implementation.
 - Maintain healthy ongoing relationships with all members of the Legislature and Legislative staff.
 - Serves as interdepartmental liaison in all related fields including CPO and EEO officer regarding procurement.
- Serves as the Agency Legislative contact on all legislative matters with the General Assembly.
- Manage the daily statutory obligations of the Merit Board including hiring of sworn personnel, discipline, termination of sworn personnel, promotion of all sworn personnel within the Illinois State Police.
- Manage the overall procurement process of the Merit Board acting as the Chief Procurement Officer.
- Audit lead on all auditing of the Illinois State Police Merit Board and its statutory programs.

IL Policemen's Benevolent Labor Union- Chief Financial Officer & Director of Legislative Operations - February 2007 - October 2013

- Tracked and monitored all impacting legislation starting with the LRB through assignments and committee as well as testifying on behalf of the Association. Worked closely with members of both chambers.
- Director of operations, supervised staff, revised and implement statewide policies for EEO & Ethics programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures on the state level in conjunction with state and federal laws. Managed a budget of over 10 million.
- On behalf of the Director, serve in a liaison capacity with the Office of the President of the United States, complete special or ongoing assignments, often of a sensitive nature.
- Coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Association; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to law enforcement issues including legislation and policy.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives for budget and legislative guidelines.

Additional Information-

- 2019 Lorretta Durbin TWIT Democratic Training Academy class President
- Illinois State Police Background Security Clearance
- Illinois task force on Sexual Harassment
- JB Pritzker for Governor (Children Event Coordinator)
- Labor 2018 GOTV liaison
- Heavily involved with the following IL races at a high level, Cheri Bustos, Tammy Duckworth, Susana Mendoza, JB Pritzker, Betsy Dirksen Londrigan, Lauren Underwood, Brenden Kelly, Richard Durbin, Jim Langfelder, Betsy Dirksen-Londrigan.

JENNY L. THORNLEY
RESUME



CMS administers civil service testing for agencies under jurisdiction of the Governor; however, actual employment decisions are made by each hiring agency. Information provided on the CMS100 application is used to determine your eligibility for appointment to a State of Illinois position title. It is critical that all information requested be provided accurately and completely. Applications submitted without signature or with omissions, inaccurate or inconsistent information will not be processed or returned to the applicant and may result in the issuance of an ineligible grade for the position title.

A separate application is required for each position title and option for which a grade is being sought. It is preferred that all documents be completed using a personal computing device. Use Ink if completing this document by hand. Legible photocopies are accepted. Attachments must be stapled to the back of this document. CMS cannot assume responsibility for unattached documents. Mail completed applications to: CMS Bureau of Personnel, Examining & Counseling Division, Stratton Office Building, Room 500, Springfield, IL, 62708.

1. Position Title PSA OPTION II Option II Leave Blank

2. SSN [REDACTED] Last Name Thorpey First Name Jenny MI L

Address [REDACTED] County [REDACTED] 4. Birth Date (Opt.) 06/25/80

City [REDACTED] State [REDACTED] Zip [REDACTED] 5. Main Phone [REDACTED] Other Phone [REDACTED]

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/27

Restrictions Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice Select 1 or 2 1. Sangamon Cook Zone Leave Blank 2. Cook Zone Leave Blank

8. Availability A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-843-8138 or Illinois Relay Center at 1-800-525-0844.

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter issued within one year of the current date.)

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NG322 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

Leave Blank

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public.

[REDACTED] 10/22/19
Date

For CMS Use Only	Exam Date	Test Center
Mo	Day	Yr

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris	06/98	06/01	Part	Business	2yrs	Yes
UoFT	03/10	3/12	Part	LaboC Laboal	2yrs	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
IL Health Ins Producers License	[REDACTED]	IL	8/07	8/04

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address (City & State) of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Eamed	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours			
List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned	Sem	Qtr	Sem	Qtr
Accounting					Actuarial Science					Afro-American Studies									
Agriculture					Agronomy					Animal Science									
Architecture					Art					Atmospheric Science									
Audiovisual Instruction					Bacteriology					Biochemistry									
Biology					Biostatistics					Botany									
Business Admin/Mgmt					Cell/Molecular Biology					Chemistry									
Computer Science					Conservation					Criminal Justice Admin									
Criminology					Demography					Dietetics, Nutrition									
Divinity/Theology					Early Childhood Dev.					Economics									
Education (Specify)					Engineering (Specify)					Engineering Technology									
Environmental Science					English					Entomology									
Environmental Health					Epidemiology					Finance									
Fire Science					Fish Management					Food Service Management									
Foreign Language (Specify)					Forensic Science					Forestry									
Geography					Geology					Genetics									
Guidance and Counseling					Health/Public Health					History									
Home Economics					Humanities					Human Services									
Hydrology					Industrial Arts					Industrial Hygiene									
Insurance					Journalism					Law (Specify)									
Law Enforcement					Library Science					Limnology									
Mgmt. Info. Systems					Marketing					Mathematics									
Medical Records					Medical Technology					Medicine									
Microbiology					Nursing (Specify)					Park Management									
Pastoral Counseling					Pharmacy					Physics									
Political Science/Govt					Programming					Psychology									
Public Administration					Radio - Television					Recreation									
Rehab Counseling/Admin					Risk Assessment					Secretarial Science									
Social Work					Sociology					Soil Science									
Speech and Drama					Statistics					Therapy (Specify)									
Toxicology					Urban Studies					Wildlife Management									
Zoology					Other:					Other:									
Other:					Other:					Other:									
Other:					Other:					Other:									

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

- INCLUDE THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
 - Military experience including dates, listing each change in rank and title
 - Related volunteer experience including dates and hours worked

Current (or last) Employer ISP Merit Board
Street Address 531 Sarnaman City Spang State IL
Position Title CFO - PSA OPT II 6138 ✓
Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 6,445 /Month
Dates of Employment Month 05 Year 14 To Month Year Total Years 4 Months 4
Supervisory Responsibility: If you supervised employees, record the number supervised in the following categories:
Manual/Trades Professional 2 Technical/Para-Professional 1 Clerical Administrative 3

Describe in detail the duties you performed in this position title: (Entry area expands to accommodate your response.)
CFO & Director of Personnel
(see Attached)

Reason for Leaving:

Past Employer ILETS B
Street Address 4500 S. 6th City Spang State IL
Position Title Private Secretary II
Average Number of Hours Worked Per Week 40 Current/Last Salary \$ 60,225 /Month
Dates of Employment Month 10 Year 13 To Month 5 Year 14 Total Years Months 7
Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below
Manual/Trades Professional Technical/Para-Professional Clerical Administrative

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: New Position

Past Employer PBPA LABOR Committee

Street Address 2114 Street City Spokane State ID

Position Title Director of Budget + Personnel

Average Number of Hours Worked Per Week _____ Current/Last Salary \$ _____ /Month

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades _____ Professional _____ Technical/Para-Professional _____ Clerical _____ Administrative 7

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Budget, Personnel

Reason for Leaving: New position

Past Employer _____

Street Address _____ City _____ State _____

Position Title _____

Average Number of Hours Worked Per Week _____ Current/Last Salary \$ _____ /Month

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades _____ Professional _____ Technical/Para-Professional _____ Clerical _____ Administrative _____

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: _____

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (B)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (Optional) _____ @ _____

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

Gender		Ethnicity
Female	Male	
<input checked="" type="checkbox"/> A	<input type="checkbox"/> G	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/> B	<input type="checkbox"/> H	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> C	<input type="checkbox"/> J	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> D	<input type="checkbox"/> K	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> E	<input type="checkbox"/> L	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
<input type="checkbox"/> P	<input type="checkbox"/> Q	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an Individual with a Disability? Yes No



1. EMPLOYEE'S NAME - LAST, FIRST, MIDDLE Thornley, Jenny L.		2. DEPARTMENT, BOARD OR COMMISSION Illinois State Police Merit Board		3. DIVISION OR INSTITUTION 531 Sangamon Ave East Springfield, IL 62702	
4. EMPLOYEE'S SOCIAL SECURITY NUMBER [REDACTED]		5. EMPLOYEE'S PAYROLL TITLE PSA Option II		6. EMPLOYEE'S WORKING TITLE CFO & Personnel Director	
7. PERIOD OF REPORT From: 05/01/2017 To: 05/01/2018		8. TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> FIRST PROBATIONARY <input type="checkbox"/> LAYOFF <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> QUARTERLY <input type="checkbox"/> FINAL PROBATIONARY <input type="checkbox"/> DISCHARGE <input type="checkbox"/> INTERIM <input type="checkbox"/> SALARY INCREASE			

GENERAL INFORMATION

Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this form will be preserved as prescribed by 5 ILCS 179 et seq.

PART I - REVIEW OF JOB DESCRIPTION

Review of the employee's job description is required to ensure the accuracy of the job description. Does the job description accurately and directly relate to the objectives listed in the next part of this evaluation form?
 Yes No If No, attach a revision of the job description.

PART II - APPRAISAL OF OBJECTIVES

The space below is to be used by the supervisor to document objectives set for the employee and to indicate the employee's accomplishments toward those objectives. Objectives are to be developed by the supervisor at the BEGINNING of the working period with input from the employee and the concurrence of higher management. Objectives should normally include maintenance activities as well as new initiatives. At the end of the evaluation period, the results toward the objective should be listed. NOTE: This box will expand as needed.

Under direction of the Executive Director serves as the Chief Financial Officer and Human Resources Director for the State Police Merit Board. In addition,

Chief Financial Officer

- Speaks with Governor's office staff and legislators regarding resources and/or specific courses of actions relative to fiscal administration.
- Drafts policies and procedures for fiscal administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board fiscal operations.
- Participates in planning activities ensuring the Merit Board's budgetary needs are met alongside the Governors office of Management and Budget.
- Serves as personal/fiscal liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.
- Prepares fiscal and budget supporting documentation for submission alongside the Governor's Office of Management and Budget, House and Senate Staff; responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level.
- Monitors and maintains the Merit Board's appropriation and expenditures for compliance with the allocated expenditure

level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciliations; prepares contract for services ensuring compliance with State law and Merit Board policy.

- Develops, implements, revises and coordinates the financial electronic data processing system for the Merit Board ensuring automation of manual systems are in compliance with the Comptroller's automated systems.
- Serves as the main audit compliance liaison to the office of the Auditor General.
- Serves as interdepartmental liaison in all fiscal related fields.

Human Resources Director

- Implements HR policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations.
- As Human Resources Director for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan in all statutory areas.
- Drafts and formulates policies and procedures, while conferring regularly with the Executive Director to address problems and establish resolutions.
- Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action.
- Oversees staff engaged in activities to establish, clarify, etc., job descriptions and maintain the organizational structure of the Merit Board.
- Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff.
- Serves as supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off, adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares yearly reviews and recommends staffing needs.

Other Duties

- Maintains manuals, policies and procedures, including monthly/quarterly/yearly reports and files for the GAAP Coordinator, Auto Liability Coordinator, Motor Vehicle Coordinator, Procurement Purchasing Coordinator, Agency Procurement officer, Property Control Officer, Telecommunication Coordinator, and Travel Coordinator, Facilities Coordinator and legislative liaison.
- Represents the Executive Director & Board in meetings and/or conferences as requested.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PART III - APPRAISAL OF EMPLOYEE PERFORMANCE CHARACTERISTICS

Rate the employee for each performance characteristic by marking the box that best indicates the employee's level of achievement. Base each rating on the employee's demonstrated performance. Comments may be provided to explain a particular rating, and are **REQUIRED** when an "Exceptional" or "Unacceptable" rating is designated.

Planning: Assess the ability to develop a plan to complete the work.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Ms. Thornley oversees multiple facility projects in addition to her regular duties.

Initiative: Assess the ability to be enterprising and industrious to stay ahead of the job.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Ms. Thornley routinely identifies and addresses facility matters to ensure the board offices are in the best possible condition.

Quality: Assess the level of accuracy, content and thoroughness of work.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Ms. Thornley ensures all board related fiscal and personal correspondence is complete and accurate.

Productivity: Assess the amount of work completed in relation to expectations.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Knowledge: Appraise familiarity with techniques and procedures needed to complete the work.

Exceptional Accomplished Acceptable Unacceptable

Comments:

During this rating period, Ms. Thornley has participated in multiple training sessions for the new fiscal ERP system.

Judgment: Appraise ability to weigh alternatives and arrive at conclusions.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Teamwork: Assess the ability to work with others, when appropriate, to attain organizational goals and objectives.

Exceptional Accomplished Acceptable Unacceptable

Comments:

Ms.. Thornley routinely assists with applicant and promotional process planning and logistics to ensure the board functions smoothly and professionally. Oversees all board facility projects in addition to her regular duties.

Leadership: Assess the ability to develop and guide subordinates or coworkers to successful completion of objectives through increasing their knowledge, skills and abilities, if applicable.

Exceptional Accomplished Acceptable Unacceptable Not Applicable

Comments:

Human Relations: Assess the ability to establish and maintain rapport with personal contacts.

Exceptional Accomplished Acceptable Unacceptable

Comments:

PART IV - EMPLOYEE DEVELOPMENT

DEVELOPMENT AND TRAINING: Identify any developmental or training activities the employee has completed since his/her last performance evaluation. Such training was taken as a result of (check one):

supervisor's recommendation employee's initiative NOTE: This box will expand as needed.

Ms Thornley has participated in multiple training sessions for the new state financial system.

Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current job performance. NOTE: This box will expand as needed.

PART V - OVERALL PERFORMANCE RATING

Rate the employee's overall performance by marking the box that best indicates the employee's level of achievement. Supervisor's comments on the employee's overall performance may be documented on an attached sheet and are **REQUIRED** when an "Exceptional" or "Unacceptable" performance rating is designated.

<input type="radio"/> Exceptional	Overall, the employee consistently demonstrates outstanding performance and far exceeds expectations in the completion of established objectives. Additionally, the employee seeks, accepts and completes assignments outside the realm of the established objectives which results in a significant contribution to the agency.
<input checked="" type="radio"/> Accomplished	Overall, the employee successfully carries out assigned duties and responsibilities; meets or exceeds expectations for productivity and quality on a regular basis; accepts and completes special assignments with diligence and concern for the desired outcomes; and exhibits appropriate trust and respect for coworkers and agency management. Employees rated as "accomplished" consistently display understanding and concern for agency goals and the objectives of their operational area.
<input type="radio"/> Acceptable	Overall, the employee meets the standards for the position, but for a number of reasons the general performance level cannot be characterized as "accomplished."
<input type="radio"/> Unacceptable	Overall, the employee has not met the established objectives and standards of the job in a significant number of situations.

PART VI - EMPLOYEE'S COMMENTS

Employee may comment on all or any part of the information contained in this document, including the evaluation process. If the employee does not concur with the evaluation, check the appropriate box in Part IX and explain reasons for disagreement. NOTE: This box will expand as needed.

PART VII - OBJECTIVES FOR NEXT YEAR

Identify objectives for the next year in the space below. NOTE: This box will expand as needed.

PART VIII - PROGRESS REVIEW (This can be initiated by either the employee or the supervisor.)

The employee and supervisor may meet to review progress toward previously established objectives. The employee and supervisor should date and initial the document at the time of each review.

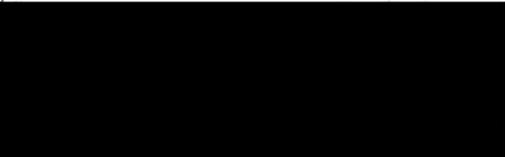
[Empty review area]

Date: _____ Initials: Employee: _____ Supervisor: _____

Date: _____ Initials: Employee: _____ Supervisor: _____

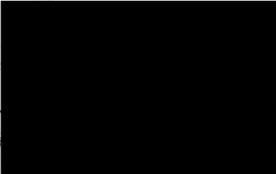
Date: _____ Initials: Employee: _____ Supervisor: _____

PART IX. SIGNATURES Check for Digital Signature Version - Uncheck for Hardcopy Signature Version

 _____ PSA Option II _____ 03-15-19

PAYROLL TITLE DATE

I DO NOT CONCUR (use Part VI for Comments).

 _____ EXECUTIVE DIRECTOR _____ 3-15-19

SIGNATURE PAYROLL TITLE DATE

I HAVE PERSONALLY DISCUSSED THE CONTENT OF THIS DOCUMENT WITH THE EMPLOYEE.

_____ _____

AGENCY HEAD'S SIGNATURE DATE

CMS-163 (Special Salary Request)

Agency: Illinois State Police Merit Board									
Position Title: Public Service Administrator (Chief Financial Officer & Director of Personnel)							Option Code (if applicable): A		
Position Number (16-digit): 3701# 80-03-100-50-01			Exempt Code (if applicable): 403		Rutan Exempt (%) yes		Bargaining Unit Code: AEC002		
Candidate Name (CMS-100 Attached): [REDACTED]					Social Security Number: [REDACTED]				
Minimum Training / Education Required: 2 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.					Candidate's Training / Education: Has been serving on the Merit Board CFO and Director of Personnel since May of 2014. She has 8 previous years as Director of Fiscal and Admin operations with the PBPA.				
Minimum Experience Required: 4 YEARS OF COLLEGE OR EQUIVALENT ADMINISTRATIVE TRAINING.					Candidate's Experience: Serving as the Merit Board CFO and Director of Personnel since May of 2014. She has 8 previous years as Director of Fiscal and Admin operations with the PBPA.				
Requested Monthly Base Salary Not to Exceed: \$591			Pay Stop:		Candidate's Current or Most Recent Monthly Base Salary: \$545		Percent (%) Increase: 8%		
Salary Adjustment Relation (Check one Salary):									
<input type="checkbox"/> Salary	<input type="checkbox"/> Exempt Appointment	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer	<input type="checkbox"/> Interim Assignment	<input type="checkbox"/> Best Interest	<input type="checkbox"/> Additional Duties & Responsibilities	<input type="checkbox"/> Agency Error or Oversight	<input checked="" type="checkbox"/> Other
Justification for Request: The Illinois State Police Merit Board has issued 8% increases effective 06/01/2019 for all employees. Please see the email attached from the Board next to the office of the Director.									
Desired Effective Date (not required): 08/29/2019									
Agency: [REDACTED]									
Director: [REDACTED]					Supervisor's Signature: [REDACTED]			Effective Date (to be completed by CMS): 08/29/2019	



Approved



Denied

Send Request To (By Email):

CMS-163@ilstate.gov

Send Request To (By Mail):

Department of Central Management Services
Bureau of Personnel
Room 404 Stratton Bldg.
401 S. Spring Street
Springfield, IL 62703

*Received
8/29/19*



**ILLINOIS STATE POLICE
MERIT BOARD**

531 Sangamon Avenue East
Springfield, Illinois 62702

Office # (217) 786-6240
Fax # (217) 786-0181

MEMORANDUM

TO: File
FROM: Chairman Reeve B. Waud
DATE: June 28, 2019
RE: Employee Salary Adjustment

The Illinois State Police Merit Board approved an 8% salary increase for the employees listed below. This increase was approved during the regular Board meeting held on June 28, 2019. The increase is effective on June 1, 2019.

Daniel Dykstra
Eric Garvue
Jenny Thomley

Reeve B. Waud
Chairman

Jenny Thornley

From: Jenny Thornley
Sent: Tuesday, June 4, 2019 1:14 PM
To:
Subject: FW: Illinois State Police Merit Board

From: McArdney, Judith <[REDACTED]>
Sent: Thursday, October 26, 2017 11:02 AM
To: Jenny Thornley
Subject: RE: Illinois State Police Merit Board

Yes Jenny, that is correct. You do not need Governor's Office approval for personnel transactions. Take care, Judy

From: Jenny Thornley <[REDACTED]>
Sent: Thursday, October 26, 2017 10:54 AM
To: McArdney, Judith <[REDACTED]>
Subject: [External] Illinois State Police Merit Board

Good Morning Judy-

Thank you so much for talking with me today. I am sending this email to clarify that the Merit Board does not need Governor's Office approval for personnel transactions. I want to keep this in our personnel file, I tend to have issues getting things approved with CMS just because they have so many agencies with so many rules. No fault of theirs in any way. This should help clarify future transactions.

Have a great day!

Jenny Thornley
Illinois State Police Merit Board
533 Sangamon Ave East
Springfield, IL 62702
Office 217-786-6244
Cell [REDACTED]
Fax 217-786-0181

----- CONFIDENTIALITY NOTICE: This e-mail (and attachments) contains information that belongs to the sender and may be confidential (law enforcement sensitive) or protected by attorney-client or attorney work product privilege. The information is only for the intended recipient. If you are not the named or intended recipient, please do not disclose, copy, distribute or use this information. If you have received this transmission in error, please promptly notify the sender of receipt of the e-mail and then destroy all copies of it. Receipt by unintended recipient does not waive attorney-client privilege or attorney work product privilege or any other exemption from disclosure. Thank you.

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this



CMS administers civil service testing for agencies under jurisdiction of the Governor; however, actual employment decisions are made by each hiring agency. Information provided on the CMS100 application is used to determine your eligibility for appointment to a State of Illinois position title. It is critical that all information requested be provided accurately and completely. Applications submitted without signature or with omissions, inaccurate or inconsistent information will not be processed or returned to the applicant and may result in the issuance of an ineligible grade for the position title.

A separate application is required for each position title and option for which a grade is being sought. It is preferred that all documents be completed using a personal computing device. Use ink if completing this document by hand. Legible photocopies are accepted. Attachments must be stapled to the back of this document. CMS cannot assume responsibility for unattached documents. Mail completed applications for CMS Bureau of Personnel, Examining & Counseling Division, Stratton Office Building, Room 500, Springfield IL, 62703.

1. Position Title: PSA Option 11 Leave Blank

2. SSN: [Redacted] Last Name Thornley First Name Jenny MI L

Address: [Redacted] County: [Redacted] 4. Birth Date (Opt): 6/25/1980

City: [Redacted] State: [Redacted] 5. Main Phone: [Redacted] Other Phone: [Redacted]

6. Drivers License No: [Redacted] State: [Redacted] Month/Year Expires: [Redacted]

Restrictions: None Non-CDL: A B C D L M CDL: A B ENDR: X N

7. County Choice: Select 1 or 2: 1: Sangamon Cook Zone: [Redacted] Leave Blank: [Redacted] 2: Cook Zone: [Redacted] Leave Blank: [Redacted]

8. Availability (Check one): A. Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.) B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-526-0844.

I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability; also include a copy of U.S. Veterans Affairs award letter issued within one year of the current date.)

I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

Leave Blank

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice.

[Redacted Signature] Date: 07-15-2019

For CMS Use Only	Exam Date			Test Center
	Mo	Day	Yr	

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris	06/98	06/01	Part	Business Finance	2 yrs	Yes
University of Illinois	03/10	03/12	Part	Labor	2 yrs	Yes
IWOC Training Academy	12/2018	09/19	Part	Political Science	1 year	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
IL Health Ins. Producer License	[REDACTED]	IL	8/02	8/04

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address (City & State) of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY

* LIST UNDERGRADUATE AND GRADUATE CREDIT HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours	
List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr
Accounting						Actuarial Science						Afro-American Studies					
Agriculture						Agronomy						Animal Science					
Architecture						Art						Atmospheric Science					
Audiovisual Instruction						Bacteriology						Biochemistry					
Biology						Biostatistics						Botany					
Business Admin/Mgmt						Cell/Molecular Biology						Chemistry					
Computer Science						Conservation						Criminal Justice Admin					
Criminology						Demography						Dietetics, Nutrition					
Divinity/Theology						Early Childhood Dev.						Economics					
Education (Specify)						Engineering (Specify)						Engineering Technology					
Environmental Science						English						Entomology					
Environmental Health						Epidemiology						Finance					
Fire Science						Fish Management						Food Service Management					
Foreign Language (Specify)						Forensic Science						Forestry					
Geography						Geology						Genetics					
Guidance and Counseling						Health/Public Health						History					
Home Economics						Humanities						Human Services					
Hydrology						Industrial Arts						Industrial Hygiene					
Insurance						Journalism						Law (Specify)					
Law Enforcement						Library Science						Limnology					
Mgmt. Info. Systems						Marketing						Mathematics					
Medical Records						Medical Technology						Medicine					
Microbiology						Nursing (Specify)						Park Management					
Pastoral Counseling						Pharmacy						Physics					
Political Science/Govt						Programming						Psychology					
Public Administration						Radio - Television						Recreation					
Rehab Counseling/Admin						Risk Assessment						Secretarial Science					
Social Work						Sociology						Soil Science					
Speech and Drama						Statistics						Therapy (Specify)					
Toxicology						Urban Studies						Wildlife Management					
Zoology						Other:						Other:					
Other:						Other:						Other:					
Other:						Other:						Other:					

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

- INCLUDE THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
 - Military experience including dates, listing each change in rank and title
 - Related volunteer experience including dates and hours worked

Current (or last) Employer Illinois State Police Merit Board

Street Address 531 Sangamon Ave East City Springfield State IL

Position Title PSA option 2

Average Number of Hours Worked Per Week 40

Dates of Employment Month 05 Year 14 To Month Year Total Years 5 Months 5

Supervisory Responsibility: If you supervised employees, record the number supervised in the following categories:
Manual/Trades Professional 2 Technical/Para-Professional 1 Clerical Administrative

Describe in detail the duties you performed in this position title: (Entry area expands to accommodate your response.)
Cfo, Personnel, APO, facilities manager, Vehicle Coordinator, ESO officer

Reason for Leaving: Still Employed

Past Employer IL Law Enforcement Training and Standards Board

Street Address 4000 South 6th City Springfield State IL

Position Title

Average Number of Hours Worked Per Week 40

Dates of Employment Month 10 Year 13 To Month 5 Year 14 Total Years Months 7

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below
Manual/Trades Professional Technical/Para-Professional Clerical Administrative

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: New position

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System.
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0812, effective August 12, 2004, (705 ILCS 405/5-915 (B)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62708

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (required for communication about opportunities):

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input checked="" type="checkbox"/> A	<input type="checkbox"/> G	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/> B	<input type="checkbox"/> H	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> C	<input type="checkbox"/> J	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> D	<input type="checkbox"/> K	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> E	<input type="checkbox"/> L	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
<input type="checkbox"/> P	<input type="checkbox"/> Q	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an Individual with a Disability? Yes No

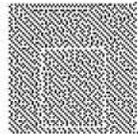
**Duties Under
PSA Option II
Illinois State Police Merit Board
Jenny Thornely**

- Financial Officer- Process all bills/invoices as approved by the Director. Handle all billing inquiries. Discuss pucras items with the Executive Director for approval. Work alongside State Police fiscal officer to process cadet classes as approved by GOMB.
- Fiscal reporting- I enter all paid bills into our database after they are paid. These reports are given to Krista for monthly reconciliation reporting which are completed by her and then checked for accuracy by myself.
- Manage and address all policy issues within the agency.
- GAAP reporting officer- report all projected expenditure's during the GAAP period
- Budgeting for results officer- Statutory reporting and mandatory meeting attendance to all hearings posted by the commission.
- Agency Procurement Officer-
 - The State Purchasing Officer exercises the Chief Procurement Officer's procurement authority at the agency level, including but not limited to reviewing and approving procurements at various stages of the process. At the direction of the Chief Procurement Officer, the State Purchasing Officer may be assigned responsibility to approve or reject contracts for the agency.
 - On a regular or ad hoc basis, conducts routine procurement activities of the agency.
 - Reviews and analyzes activities, making recommendations for process improvements.
 - Institutes necessary training to further the understanding of the procurement process and for staff development.
 - Prepares reports necessary for the management and understanding of agency procurement activities. Ensures procurement activities are properly documented to meet legal and other requirements.
 - Works with the Procurement Compliance Monitors as directed by the Chief Procurement Officer, or as is necessary and appropriate, to ensure procurement activities comply with laws, rules, policies and procedures.
- Legislative aid- track, monitor, give briefings, attend hearings and testify on behalf of the Merit Board as needed
- Inventory reporting (report on all inventory items as statutorily required)
- Property Control Officer- make sure all items are maintained in the appropriate area. If items are disposed of they must be done so according to statute.

- Process all employees' benefits and payroll as approved by the Executive Director. Pick up employee vouchers for distribution on pay day.
- Workman's Comp coordinator- Work with Tri-Star as the liaison on all workman's comp claims
- State Employee Retirement Systems coordinator and liaison- Report information as requested on employee personnel matters.
- Motor Vehicle Coordinator (Dan helps me as needed with statutory or reporting issues)
- Auto Liability Coordinator
- Ethics Officer (Dan assists with code and statutory questions as well as legal questions)
- Governor's Office of management and budget liaison- Work with the Governor's office and GOMB to maintain agency fiscal budget guidelines as assigned. Maintains the
- Petty Cash yearly vouchering and reporting to the Comptroller (Krista maintains the files and I process them after approval by the Executive Director)
- Legislative Audit Commission liaison
- Group Insurance administrator- Provide all benefit information to employees as needed yearly during benefit open enrollment. Attend all required meeting/calls/training sessions.
- Personnel Officer- Handle all personnel items that have to be statutorily reported to CMS as well as manage personnel files to make sure up to date documents are maintained in all files.
- Treasurer's office liaison- Process all drafts created by deposits into the fund through the office of the Comptroller for reporting purposes of deposits.
- Comptroller's office Liaison
- Telecommunication's Coordinator – Eric will type up requests but they must be processed for approval and submission by myself.
- Chief Results Office-Work alongside the state's Chief Result's officer to maintain quarterly records to report on our statutory programs.
- Liaison to Secretary of State in the subject of Economic Interest Statement's for employee's and Board members
- Training Coordinator- Coordinate training as requested by Governor's office or the Executive Director.
- Senate and House liaison for all budget questions or issues pertaining to our budget hearings or other miscellaneous requests by legislature.
- Facilities liaison- I Contact CMS laborers to maintain/fix any facility issues we may have with our building.
- Travel Coordinator- Krista creates the travel vouchers for approval and then processing. Travel is approved through myself and the Executive Director always according to Travel Control Board rules.
- I process all end of year fiscal reporting with the help of Krista and then audit the yearly items for accuracy before items are scanned into electronic files.
- EEO officer- I work as a liaison with the Department of Human rights on all EEO matters including statutory reporting.
- Audit Liaison- work alongside the office of the Auditor General as the main contact for all audit engagements.

- Labor Contact- work alongside CMS in all labor questions they assign to agencies. We have had two petitions of interest filed since I have been with the Merit Board, both were rescinded. Our office does not work under any CBA's but we still have a reasonability to respond to inquiries that CMS requests.

Resume/ J. Thornley

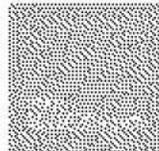


Jenny Thornley

Thu, 1/23/2020 8:20 AM

To: [Redacted]

Attachment



View Details

Jenny Thornley
Chief Financial Officer
Illinois State Police Merit Board
217-786-6244

-----Original Message-----

From: Xerox [mailto:info@ispmeritboard.org]

Sent: Thursday, January 23, 2020 8:20 AM

To: Jenny Thornley <[Redacted]>

Subject: Scan from a Xerox

Please open the attached document. It was scanned and sent to you using a Xerox Color.

Number of Images: 1

Attachment File Type: PDF

Device Name: Xerox

Device Location:

Scanned from the ISPMB Xerox 560 Machine.

Jenny L. Thornley

Cell

EDUCATION:

Robert Morris College:

Business & Legal Administration - May 1999 - May 2001

University of Illinois at Urbana-Champaign (UIUC)

Labor & legislative law Certificate - May 2012

PROFESSIONAL EXPERIENCE:

Illinois State Police Merit Board, Chief Financial Officer & Director of Legislative Policy - November 2013- Current

- Under direction of the Executive Director serves as CFO and Director of Personnel for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Statutory Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources. Manages 10-13 million dollar budget, including GRF, OSF, and federal dollars.
- Serves as the Agency Legislative & Fiscal contact on all matters.
- Manage the daily statutory obligations of the Merit Board including hiring of sworn personnel, discipline, termination of sworn personnel, promotion of all sworn personnel within the Illinois State Police.
- Manage the overall procurement process of the Merit Board acting as the Chief Procurement Officer.
- Audit lead on all auditing of the Illinois State Police Merit Board fiscal and statutory programs.

IL Policemen's Benevolent Labor Committee- Chief Financial Officer & Director of Operations - February 2007 - October 2013

- Director of operations, supervised staff, revised and implement statewide policies for EEO & Ethics programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures on the state level in conjunction with state and federal laws. Managed a budget of over 10 million.
- Provide administrative direction to the Director and Executive Board on day to day policy and budget issues.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives.
- On behalf of the Director, serve in a liaison capacity with the Office of the President of the United States; complete special or ongoing assignments, often of a sensitive nature.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to
- Budget and Fiscal Director to the Executive Board.

Additional Information-

- Illinois State Police Background Security Clearance
- Illinois Task Force on Sexual Harassment
- JB Pritzker for Governor (Children Event Coordinator)
- Labor 2018 GOVY liaison
- 2019 Loretta Durbin IWIL class delegate and class president
- I have been heavily involved with the following IL races at a high level, Cheri Bustos, Tammy Duckworth, Susana Mendoza, JB Pritzker, Betsy Dirksen Loughran, Lauren Underwood and many more



**EXAMINING/EMPLOYMENT APPLICATION
(CMS100)**

CMS administers civil service testing for agencies under jurisdiction of the Governor; however, actual employment decisions are made by each hiring agency. Information provided on the CMS100 application is used to determine your eligibility for appointment to a State of Illinois position title. It is critical that all information requested be provided accurately and completely. Applications submitted without signature or with omissions, inaccurate or inconsistent information will not be processed or returned to the applicant and may result in the issuance of an ineligible grade for the position title.

A separate application is required for each position title and option for which a grade is being sought. It is preferred that all documents be completed using a personal computing device. Use ink if completing this document by hand. Legible photocopies are accepted. Attachments must be stapled to the back of this document. CMS cannot assume responsibility for unattached documents. Mail completed applications to: CMS Bureau of Personnel, Examining & Counseling Division, Stratton Office Building, Room 600, Springfield IL, 62706.

1. Position Title Senior Public Service Administrator Option 1 Leave Blank

2. SSN [REDACTED] 3. Last Name Thornley First Name Jenny MI L

Address [REDACTED] County [REDACTED] 4. Birth Date (Opt.) 06/25/1980

City [REDACTED] State [REDACTED] Zip [REDACTED] 5. Main Phone [REDACTED] Other Phone _____

6. Drivers License No. [REDACTED] State IL Month/Year Expires 06/22

Restrictions None Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice Select 1 or 2

1: <u>Sangamon</u>	2: <u>Cook</u>
Cook Zone <u>084</u>	Cook Zone <u>Leave Blank</u>

8. Availability A. Available for permanent employment; will not accept temporary employment. B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.

(Check one) Trainee titles must choose A.)

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-643-8338 or Illinois Relay Center at 1-800-526-0844.

- I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming **service-connected disability**, also include a copy of U.S. Veterans Affairs award letter issued within one year of the current date.)
- I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under **honorable** conditions or a copy of my NGB22 stating my discharge was under **honorable** conditions.
- I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.
- I have submitted required military documentation to CMS after **January 01, 2000** and have already established Veterans preference with CMS.

Leave Blank

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice to the applicant.

Written Signature Required _____ Date _____

For CMS Use Only	Exam Date			Test Center
	Mo	Day	Yr	

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)

Yes No

B. Are you currently in default on the repayment of any state educational loan?

Yes No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

High School Graduate? Yes No Number of Years Completed GED? Yes No

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

Business, Trade, Correspondence School: Name and Address	From MM/YYYY	To MM/YYYY	Time Full/Part	Subjects	Course Length	Completed Yes/No
Robert Morris Scholar	06/99	06/01	Full	Business & Finance	2 years	Yes
University of Illinois	03/10	03/12	Part	Labor Law	2 Years	Yes
IWIL Training Academy	12/2018	09/2019	Part	Political Science	1 year	Yes

13. TECHNICAL/PROFESSIONAL LICENSE

Technical/Professional License	Number	State Issued	Date Issued MM/YYYY	Expiration Date MM/YYYY
IL Health insurance producers License	[REDACTED]	Illinois	08/02	08/04

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address (City & State) of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned	
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY
							AS	

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

Fields Of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours		Fields of Study		Undergrad Hours		Graduate Hours	
List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr	List Actual Credit Hours Earned		Sem	Qtr	Sem	Qtr
Accounting						Actuarial Science						Afro-American Studies					
Agriculture						Agronomy						Animal Science					
Architecture						Art						Atmospheric Science					
Audiovisual Instruction						Bacteriology						Biochemistry					
Biology						Biostatistics						Botany					
Business Admin/Mgmt						Cell/Molecular Biology						Chemistry					
Computer Science						Conservation						Criminal Justice Admin					
Criminology						Demography						Dietetics, Nutrition					
Divinity/Theology						Early Childhood Dev.						Economics					
Education (Specify)						Engineering (Specify)						Engineering Technology					
Environmental Science						English						Entomology					
Environmental Health						Epidemiology						Finance					
Fire Science						Fish Management						Food Service Management					
Foreign Language (Specify)						Forensic Science						Forestry					
Geography						Geology						Genetics					
Guidance and Counseling						Health/Public Health						History					
Home Economics						Humanities						Human Services					
Hydrology						Industrial Arts						Industrial Hygiene					
Insurance						Journalism						Law (Specify)					
Law Enforcement						Library Science						Limnology					
Mgmt. Info. Systems						Marketing						Mathematics					
Medical Records						Medical Technology						Medicine					
Microbiology						Nursing (Specify)						Park Management					
Pastoral Counseling						Pharmacy						Physics					
Political Science/Govt						Programming						Psychology					
Public Administration						Radio - Television						Recreation					
Rehab Counseling/Admin						Risk Assessment						Secretarial Science					
Social Work						Sociology						Soil Science					
Speech and Drama						Statistics						Therapy (Specify)					
Toxicology						Urban Studies						Wildlife Management					
Zoology						Other:						Other:					
Other:						Other:						Other:					
Other:						Other:						Other:					

Comment area to further specify the Fields of Study where noted in the previous table

15. WORK HISTORY: Complete this section in detail. All fields **MUST** be completed to be considered for grading. Begin with most recent position title and work backward. If you have an **extensive** work history with one employer, **list each change in position title separately** including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

- INCLUDE THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
 - Military experience including dates, listing each change in rank and title
 - Related volunteer experience including dates and hours worked

Current (or last) Employer Illinois State Police Merit Board

Street Address 531 Sangamon Ave City Springfield State IL

Position Title Public Service Administrator

Average Number of Hours Worked Per Week 40

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: If you supervised employees, record the number supervised in the following categories:

Manual/Trades 5 Professional Technical/Para-Professional 2 Clerical Administrative 4

Describe in detail the duties you performed in this position title: (Entry area expands to accommodate your response.)

Under direction Of the Executive Director serves as CFO and Human Resources Administrator for the State Police Merit Board. Implements policies and procedures for professional functions of the Merit Board including the planning, development, coordination and administration to assure compliance with the Personnel Code, Rules, Classification Plan and Pay Plan, budgetary and fiscal appropriations and monitoring. Serves as interdepartmental liaison in all related fields. Speaks on behalf of the Executive Director before Governor's office staff and legislators with the authority to commit resources.

1. Serves as Fiscal and Human Resources Administrator. Implements policies and procedures for fiscal and administrative functions; plans and implements budgeting appropriation and accounting programs, develops and implements procedures and policy in determining overall effectiveness of the Merit Board operations; participates in planning activities ensuring the Merit Board's budgetary needs are met serves as liaison with the Governor's Office of Management and Budget, Legislative staff and the Comptroller's staff.

2. As Human Resources Administrator for the Merit Board, implements and carries out program policies and procedures ensuring compliance with the Personnel Code, Personnel Rules, Classification, and Pay Plan. Plans, develops and formulates policies and procedures, confers regularly with the Executive Director to address problems and establish resolutions. Initiates, approves, processes and tracks personnel information, including activities for the interview and selection processes, payroll information, group insurance, deferred compensation, workers' compensation, Employee Assistant programs, flex-time, and Equal Employment Opportunity/Affirmative Action. Oversees staff engaged in activities to establish, job descriptions and maintain the organizational structure of the Merit Board.

3. Prepares Merit Board's fiscal year budget and supporting documentation for submission to the Governor's Office of Management and Budget House and Senate staff responds to inquiries and provides justification in support of the Merit Board's budget and expenditure level. Monitors and controls the Merit Board's appropriation and expenditures for compliance with allocated expenditure level. Prepares budget projections, expenditures and purchasing, prepares monthly reports and reconciles; prepares contract for services ensuring compliance with State laws and Merit Board policy.

4. Supervises staff in the implementation of the personnel processes relative to employment of Merit Board staff. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

5. Develops, implements, revises and coordinates the financial electronic data processing system for the Merit Board ensuring automation of manual systems are in compliance with the Comptroller's automated systems. Maintains manuals, policies and procedures, including monthly/quarterly/yearly reports and files for the GAAP Coordinator, Auto Liability Coordinator, Motor Vehicle Coordinator, Property Control Officer, Telecommunication Coordinator, and Travel Coordinator.

6. Speaks on behalf of the Executive Director for the Merit Board before Governor's Office staff Governor's Office of Management and Budget and legislators having authority to commit the Merit Board to specific courses of action relative to fiscal administration. Represents the Executive Director in meetings and/or conferences.

7. Serves as legislative liaison for the Merit Board; researches and identifies legislation that impacts the Board or its mission from a fiscal and/or policy perspective; confers with the Executive Director relative to the strategy for the passage of legislation and rules implementing legislation affecting the Merit Board; attends committee meetings in which bills are assigned directly impacting the Merit Board; testifies on behalf of the Merit Board and the Executive Director. Responds to legislative inquiries from Legislators, constituents, the Governor's Office, etc., represents the Merit Board to the General Assembly on behalf of the Executive Director.

8. Serves as the Boards ethics officer, implementing yearly ethics training to all Board members and staff. Investigates all reported ethics violations within the Board. Serves as the Boards liaison with the office of the Inspector General. Investigating all reports assigned by the OEIG.

9. Serves as the Boards Group Insurance Representative, insuring that all employees are enrolled in group insurance.

10. Serves as the Disability coordinator as well as the liaison with the Department of Human rights. Completes quarterly and yearly filings per statute.

11. As fiscal officer she maintains all fiscal data and reporting on the 166 fund which is the ODF/surcharge fund administered by the Fiscal Officer. Tracks all data on collection of fees for the fund. Manages all funds used to pay for cadet classes that come out of the fund.

12. Serves as the Agency Procurement officer reporting to the State procurement officer. Drafts all contracts, prepares and posts all procurement board postings. Finalized and executes all contracts and required procurement paperwork for all Merit Board procurements.

13. Serves as the Merit Boards Auditing liaison to the Office of the Auditor General. Heads up all compliance reviews and audits.

Performs other duties as assigned or required which are reasonably within the scope of the duties

Past Employer Policemen's Benevolent Labor Committee (Police Union)

Street Address 840 South Spring Street City Springfield State IL

Position Title Financial Officer & Director of Operations

Average Number of Hours Worked Per Week 40

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades _____ Professional 12 Technical/Para-Professional _____ Clerical _____ Administrative _____

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

- Chief Budget and Fiscal Director to the Executive Board. Report on all fiscal data to the Executive Director and board.
- Director of operations, supervised staff, revised and implement statewide policies for EEO & Ethics programs and Human Resource operations for law enforcement; analyze and evaluate policies and procedures on the state level in conjunction with state and federal laws. Managed a budget of over 10 million.
- Provide administrative direction to the Director and Executive Board on day to day policy and fiscal issues.
- Supervise a large professional staff through subordinate professional managers; assign reviews and prioritize work; provide direction and supervise subordinate staff; complete annual performance rating of subordinates; establish goals and objectives.
- On behalf of the Director, serve in a liaison capacity with the Office of the President of the United States; complete special or ongoing assignments, often of a sensitive nature.
- Develop and implement appropriate controls relative to Board staffing; coordinate with the Governor's office, Bureau Chiefs and other administrative staff to implement plans within the Agency; serves as liaison with other code Departments and organizations in the development of program standards, policies and procedures; provides analytical, budget and programmatic expertise on matters relating to the union.

Reason for Leaving: Employment Opportunity

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the "Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or the Illinois Relay Center at 800/526-0844.
- Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-015 (6)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.
- Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 175 et seq.

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
 Examining and Counseling Division
 Stratton Office Building, Room 500
 Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

17. Email Address (required for communication about opportunities):

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check **ONE** box and, if applicable, check the appropriate Disability box.

Female	Male	Ethnicity
<input type="checkbox"/>	<input type="checkbox"/>	White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
A	G	
<input type="checkbox"/>	<input type="checkbox"/>	Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
B	H	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
C	J	
<input type="checkbox"/>	<input type="checkbox"/>	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
D	K	
<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race.
E	L	
<input type="checkbox"/>	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
P	Q	

Are you an Individual with a Disability? Yes No

EXHIBIT

4

Office of Admissions & Records
Transcripts
901 W. Illinois St.
Urbana, IL 61801
(217)333-9778
(217)333-3100 (Fax)



Fax

To: Attn: Emily Fox	From: Transcripts, Jennie Rose, Office Manager
Fax: (217)786-0181	Pages: 2, including cover
Phone: (217)786-6243	Date: 3/25/2021
Re: Records for Jenny Thomas	cc:

Urgent For Review Please Comment Please Reply Please Recycle

• **Comments:**

Please let us know when fax is received. Phone: (217)333-9778. Email: transcripts@illinois.edu or jrknight@illinois.edu. Thanks!

--Jennie

Status is determined as follows:

Spring Term	Full-time is 12 or more hours; Half-time is 6-11.9 hours
Fall Term	Full-time is 12 or more hours; Half-time is 6-11.9 hours
Summer Term	Full-time is 6 or more hours; Half-time is 3-5.9 hours

Fall Semester: August to December
Spring Semester: January to May
Summer Semester: May to August



UNIVERSITY OF ILLINOIS AT URBANA - CHAMPAIGN

Urbana, Illinois 61801

WWW.REGISTRAR.ILLINOIS.EDU

Student Name: **Thomas, Jenny L**

University ID: XXXXXXXXXX

Issue Date: **25 - Mar - 21**

Level: **Undergrad - Urbana-Champaign**

Day - Month of Birth: **25 - Jun**

Academic Standing: **Drop**

Most Recent Program(s)				
College : Contor Innov in Teach Learn				
Major : Nondegree-CE				
SUBJ NO.	COURSE TITLE	CRED	GRD	PTS R
INSTITUTION CREDIT:				
Spring 2011 - Urbana-Champaign				
Center Innov in Teach Learn				
Nondegree-CE				
LER 100	Introduction to Labor Studies	3.00	F	0.00
Ehrs: 0.00 GPA-Hrs: 3.00		Qpts: 0.00 GPA: 0.00		
----- TRANSCRIPT TOTALS -----				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	0.00	3.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	0.00	3.00	0.00	0.00
----- END OF TRANSCRIPT -----				

Issued to: **Emily Fox**
Illinois State Police Merit Board
Investigator

ROBERT MORRIS UNIVERSITY ILLINOIS

UNOFFICIAL

NAME: Jenny L Cox
BIRTHDATE: 06/25/1980
MAJOR: Business Administration
CONCENTRATION:
ENROLLMENT DATE: 09/27/1999

ID: [REDACTED]

COURSE TITLE GRD TYE QUAL EARN PTS COURSE TITLE GRD TYE QUAL EARN PTS

----- Fall 1999 -----
ACC 118 PRIN OF ACCT 1 F 4.0 0.0 0.0
CIS 108 INT CPTR INF S F 4.0 0.0 0.0
COM 101 INTRO TO COM F 4.0 0.0 0.0
MAT 112 INTER ALGORA F 4.0 0.0 0.0

Academic Probation

att earn pass qual pointx gpa
ses 16.0 0.0 0.0 16.0 0.0 0.00
cum 16.0 0.0 0.0 16.0 0.0 0.00
WD DATE: 12/04/1999

E N D O F T R A N S C R I P T

EXHIBIT

5

EMPLOYEE NAME		POSH	CLS	TYS	TIME	RATE	PAY	BASE	PAY	EMPH	SUM	GROSS	AMT	FED	FED	WITHH	FICA		
DIST	REFUND	PAY PER	ORIG WARR	TRAGE NO	MAINT	SOS	PARK	DEF	COMP	STATUS	SPEC	DED	GARNISH	FICA		CODE			
CO	AMT	END DATE								CD	DATE		CODE	AMOUNT					
INS	SMPT	LIFE	LIFE	HEALTH	DENTAL	INS	NON-TAX	BENE	BENE	TAXED	CMB	TRANS	CMS	PARK	BIC	CODE	AMT		
BLIG	DIFK	UNITS	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	
FICA	FICA	ST	TAX	ST	EX	ST	WITHD	RETIREMENT	TAX	DED	TXEL	LIFE	FLX	SPEND	FLX	SPEND	RET	PKUP	
TAX	AMOUNT	CODE	CODE	CODE	CODE	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT
MISC	DED	01	MISC	DED	02	MISC	DED	03	MISC	DED	04	MISC	DED	05	MISC	DED	06	MISC	DED
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD
MISC	DED	09	MISC	DED	10	MISC	DED	11	MISC	DED	12	MISC	DED	13	MISC	DED	14	MISC	DED
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD
MISC	DED	17	MISC	DED	18	MISC	DED	19	MISC	DED	20	ADDN	GROSS	CD	AMT	WARRANT	AMOUNT		
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	CD	AMT						

OKSTRA DANIEL R														8828.00	3449.50		3449.50		
[REDACTED]																			
FOX EMILY E														4769.00	2384.50		2384.50		
[REDACTED]																			
GARVE ERIC														7039.00	3519.00	50.00	3519.00		
[REDACTED]																			
THORNEY JENNIFER														5881.00	2450.50	130.55	2600.95		
[REDACTED]																			
WEBSTER JULIE A																			

14:57:28 Wednesday, December 4, 2019

SCREEN: 04
OPERID: MST
PSW :

CENTRAL PAYROLL SYSTEM
591 - STATE POLICE MERIT BOARD
OVERTIME/OTHER INCOME

12/04/19
14:57:20
TASK: A

TRANSACTION SUCCESSFULLY ADDED

SCHEDULE 04

SOC SEC NO: ██████████ APPROP NO: 365

EMPL NAME: THORNTON JENNY L

CALC RULES:

OR TITLE

OT RATE FIELD 1:	1.50	OT FIELD 1:	67.50	HRS
OT RATE FIELD 2:	0.00	OT FIELD 2:	0.00	HRS
OT RATE FIELD 3:	0.00	OT FIELD 3:	0.00	HRS
OT RATE FIELD 4:	0.00	OT FIELD 4:	0.00	HRS

PERM SHIFT DIFF CODE:	-	SPECIAL ASSIGNMENT AMOUNT:	0.00
SHIFT DIFF IND:	-	SHIFT DIFF RATE:	0.00
SHIFT DIFF REG:	-		0.00 HRS
SHIFT DIFF OT RATE 1:	0.00	SHIFT DIFF OT 1:	0.00 HRS
SHIFT DIFF OT RATE 2:	0.00	SHIFT DIFF OT 2:	0.00 HRS
TEMP TWB:	TEMP RATE:	0.000	TEMP TIME WORKED: 0.00
TEMP OT RATE 1:	0.00	TEMP OT 1:	0.00 HRS
TEMP OT RATE 2:	0.00	TEMP OT 2:	0.00 HRS

PF1=HELP PF3=MENU PF7=PREV PF8=NEXT PF9=GOTO ENTER=ACCEPT SCREEN

EMPLOYEE NAME		POSN	CLS	TWB	TIME	RATE	PAY	BASE	PAY	VERT	LUMP	SUM	GROSS	AMT	FED	FED	WTHLD	FICA	
DIST	REFUND	PAY PER	ORIG	WARR	TRACE	NO	MAINT	SOS	PARK	DEF	COMP	STATUS	SPEC	DED	GARNISH	FICA	EXM	CODE	
INS	SHFT	LIFE	LIFE	HEALTH	DENTAL	INS	NON-TAX	BENE	BENE	TAXED	CMS	TRANS	CMS	PARK	ETC	AMT			
ELIG	DIFF	UNITS	CD	AMT	CD	AMT	CD	AMT	REIMB										
FICA	FICA	ST	TAX	ST	EX	ST	WTHLD	RETIREMENT	TAX	DED	TXBL	LIFE	FLEX	SPEND	FLEX	SPEND	RET	PKUP	
TAX	MEDC	CODE	CODE	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	AMT	CD	
MISC	DED	01	MISC	DED	02	MISC	DED	03	MISC	DED	04	MISC	DED	05	MISC	DED	06	MISC	DED
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD
MISC	DED	09	MISC	DED	10	MISC	DED	11	MISC	DED	12	MISC	DED	13	MISC	DED	14	MISC	DED
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD
MISC	DED	17	MISC	DED	18	MISC	DED	19	MISC	DED	20	ADDN	GROSS						
TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	TP	CD	AMT	CD	AMT						WARRANT
																			AMOUNT
DYKSTRA	DANIEL	R							6899.00		3449.50								3449.50
[REDACTED]																			
FOX	EMILY	E							4769.00		2384.50		3387.61						5772.11
[REDACTED]																			
GARVUE	ERIC								7030.00		3515.00		953.50						4468.50
[REDACTED]																			
THORNLEY	JENNY	L							6961.00		3480.50		4320.64						7801.14
[REDACTED]																			
WEBSTER	JULIE	A																	

EXHIBIT

6



**ILLINOIS STATE POLICE MERIT BOARD
ATTENDANCE REPORT FOR Jenny Thornley
FOR THE PERIOD OF 1/1/19 - 1/31/19**

DATE	Time In	Time Out	Out of Office	Hours Worked	TIME USED	TIME EARNED	TIME USE (V.S.P.C)	WHOLE DAY?
1	H	H						
2	8:00 AM	4:30 PM	1.00	7.50				
3	8:00 AM	4:30 PM	1.00	7.50				
4	8:00 AM	4:30 PM	1.00	7.50				
5	X	X						
6	X	X						
7	8:00 AM	4:30 PM	1.00	7.50				
8	8:00 AM	4:30 PM	1.00	7.50				
9	12:00 PM	4:30 PM	1.50	3.00	4.50		P	
10	8:00 AM	4:30 PM	1.00	7.50				
11	8:00 AM	4:30 PM	1.00	7.50				
12	X	X						
13	X	X						
14	8:00 AM	4:30 PM	1.00	7.50				
15	8:00 AM	4:30 PM	1.00	7.50				
16	8:00 AM	4:30 PM	1.00	7.50				
17	8:00 AM	4:30 PM	1.00	7.50				
18	8:00 AM	4:30 PM	1.00	7.50				
19	X	X						
20	X	X						
21	H	H						
22	9:30 AM	4:30 PM	1.00	6.00	1.50		V	
23	8:00 AM	4:30 PM	1.00	7.50				
24	8:00 AM	4:30 PM	1.00	7.50				
25	8:00 AM	4:30 PM	1.00	7.50				
26	X	X						
27	X	X						
28	8:00 AM	4:30 PM	1.00	7.50				
29	8:00 AM	4:30 PM	1.00	7.50				
30					7.50			
31	8:00 AM	4:30 PM	1.00	7.50				
SICK					9.00			
PERSONAL					0.00			
					4.50			
					0.00	0.00		
Totals					13.50			

Totals P, C

144.00 13.50 0.00

Signature

Date: 01-31-2019

By signing this report, I

certify that the data is true and correct.



Illinois State Police Merit Board

Vacation Time

Name: Jenny Thornley

Date of Request: 01/22/2019

Date	Hours Used
01/22	1.5

Approval: _____



Date: 1-23-19



Illinois State Police Merit Board

Vacation Time

Name: Jenny Thornley

Date of Request: 01/29/2019

Date	Hours Used
01/30	7.5
02/01	1.5

Approval: _____



Date: 1-29-19



**ILLINOIS STATE POLICE MERIT BOARD
ATTENDANCE REPORT FOR Jenny Thornley
FOR THE PERIOD OF 2/1/19 - 2/28/19**

DATE	Time In	Time Out	Out of Office	HOURS WORKED	TIME USED	TIME EARNED	TIME USE (V.S.P.C)	WHOLE DAY?
1	8:00 AM	4:30 PM	1.00	7.50				
2	X	X						
3	X	X						
4	8:00 AM	4:30 PM	1.00	7.50				
5	8:00 AM	4:30 PM	1.00	7.50				
6	8:00 AM	4:30 PM	1.00	7.50				
7	8:00 AM	4:30 PM	1.00	7.50				
8	8:00 AM	1:00 PM	1.00	4.00				
9	X	X						
10	X	X						
11	8:00 AM	4:30 PM	1.00	0.00				
12	H	H						
13	8:00 AM	4:30 PM	1.00	7.50				
14	8:00 AM	4:30 PM	1.00	7.50				
15	8:00 AM	4:30 PM	1.00	7.50				
16	X	X						
17	X	X						
18	H	H						
19	8:00 AM	4:30 PM	1.00	7.50				
20	8:00 AM	4:30 PM	1.00	7.50				
21	8:00 AM	4:30 PM	1.00	7.50				
22	8:00 AM	4:30 PM	1.00	7.50				
23	X	X						
24	X	X						
25	8:00 AM	4:30 PM	1.00	7.50				
26	8:00 AM	4:30 PM	1.00	7.50				
27	8:00 AM	4:30 PM	1.00	7.50				
28	8:00 AM	4:30 PM	1.00	7.50				
29								
30								
31								
SICK					11.00			
PERSONAL					0.00			
					0.00			
					0.00	0.00		
Totals					124.00	11.00	0.00	

Signature: _____
By signing this report, I certify that the information is true and correct.

Date: 03-01-2019

Site: [Redacted]



Illinois State Police Merit Board

Vacation Time

Name: Jenny Thornley

Date of Request: 02/08/2019

Date	Hours Used
02/08/2019	3.5

Approval: _____



Date: 2-8-19



Illinois State Police Merit Board

Sick Time

Name: Jenny Thornley

Date of Request: 02/13/2018

Date	Hours Used
02/11	7.50

Approval: _____



Date: 2-13-19



Illinois State Police Merit Board

Vacation Time

Name: Jenny Thornley

Date of Request: 01/29/2019

Date	Hours Used
01/30	7.5
02/01	1.5

Approval



Date: 1-29-19



**ILLINOIS STATE POLICE MERIT BOARD
ATTENDANCE REPORT FOR Jenny Thornley
FOR THE PERIOD OF 3/1/19 - 3/31/19**

DATE	Time In	Time Out	Out of Office	HOUSE WORKED	TIME USED	TIME EARNED	TIME USE (V,S,P,C)	WHOLE DAY?
1	8:00 AM	4:30 PM	1.00	7.50				
2	X	X						
3	X	X						
4	8:00 AM	4:30 PM	1.00		7.50		S	
5	8:00 AM	4:30 PM	1.00		7.50		S	
6	8:00 AM	4:30 PM	1.00		7.50		S	
7	8:00 AM	4:30 PM	1.00		7.50		S	
8	8:00 AM	4:30 PM	1.00		7.50		S	
9	X	X						
10	X	X						
11	8:00 AM	4:30 PM	1.00	7.50				
12	8:00 AM	4:30 PM	1.00	7.50				
13	8:00 AM	4:30 PM	1.00	7.50				
14	10:00 AM	4:00 PM	1.00	5.00				
15	8:00 AM	4:30 PM	1.00	7.50				
16	X	X						
17	X	X						
18	8:00 AM	4:30 PM	1.00		7.50		S	
19	8:00 AM	4:30 PM	1.00		7.50		S	
20	8:00 AM	4:30 PM	1.00		7.50		S	
21	8:00 AM	4:30 PM	1.00	7.50				
22	8:00 AM	4:30 PM	1.00	7.50				
23	X	X						
24	X	X						
25	8:00 AM	4:30 PM	1.00	7.50				
26	8:00 AM	4:30 PM	1.00	7.50				
27	8:00 AM	4:30 PM	1.00	7.50				
28	8:00 AM	2:30 PM	1.00	5.50				
29	8:00 AM	4:30 PM	1.00	7.50				
30	X	X						
31	X	X						
SICK					4.50			
PERSONAL					60.00			
					0.00			
					0.00	0.00		
Totals					84.50			

Totals

Signature

By signing this report, I certify that the information is true and correct.

Date: 93.00 84.50 0.00
4-01-19

Signature for the supervisor



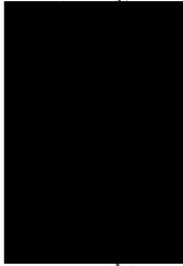
Illinois State Police Merit Board

Sick Time

Name: Jenny Thornley

Date of Request: 03/04/19

Date	Hours Used
03/18	7.50
03/19	7.50
03/20	7.50
Total	22.50 22.50



Approval:

Date: 3-14-19

(Signature)

ILLINOIS STATE POLICE MERIT BOARD
 ATTENDANCE REPORT FOR Jenny Thomley
 FOR THE PERIOD OF 4/1/18 - 4/30/18



DATE	Time In	Time Out	Out of Office	Hours worked	TIME USED	TIME EARNED	TIME USE (V,S,P,O)	WHOLE DAY?
1	8:00 AM	4:30 PM		1.00	7.50			
2	8:00 AM	4:30 PM		1.00	7.50			
3	8:00 AM	4:30 PM		1.00	7.50			
4	8:00 AM	4:30 PM		1.00	7.50			
5	8:00 AM	4:30 PM		1.00	7.50			
6	8:00 AM	4:30 PM		1.00	7.50			
7	8:00 AM	4:30 PM		1.00	7.50			
8	8:00 AM	4:30 PM		1.00	7.50			
9	8:00 AM	4:30 PM		1.00	7.50			
10	8:00 AM	4:30 PM		1.00	7.50			
11	8:00 AM	4:30 PM		1.00	7.50			
12	8:00 AM	4:30 PM		1.00	7.50			
13	8:00 AM	4:30 PM		1.00	7.50			
14	8:00 AM	4:30 PM		1.00	7.50			
15	8:00 AM	4:30 PM		1.00	7.50			
16	8:00 AM	4:30 PM		1.00	7.50			
17	8:00 AM	4:30 PM		1.00	7.50			
18	8:00 AM	4:30 PM		1.00	7.50			
19	8:00 AM	4:30 PM		1.00	7.50			
20	8:00 AM	4:30 PM		1.00	7.50			
21	8:00 AM	4:30 PM		1.00	7.50			
22	8:00 AM	4:30 PM		1.00	7.50			
23	8:00 AM	4:30 PM		1.00	7.50			
24	8:00 AM	4:30 PM		1.00	7.50			
25	8:00 AM	4:30 PM		1.00	7.50			
26	8:00 AM	4:30 PM		1.00	7.50			
27	8:00 AM	4:30 PM		1.00	7.50			
28	8:00 AM	4:30 PM		1.00	7.50			
29	8:00 AM	4:30 PM		1.00	7.50			
30	8:00 AM	4:30 PM		1.00	7.50			
31	8:00 AM	4:30 PM		1.00	7.50			
					30.00			
					0.00			
					0.00			
					0.00			
					30.00			
					30.00			
					120.00			

Date: 4-30-18
 0.00

Total V.S.P.C. Hours

Signature: [Redacted]
 Title: [Redacted]



ILLINOIS STATE POLICE MERIT BOARD
Jenny Thornley
FOR THE PERIOD OF 5/1/19 - 5/31/19

DATE	Time In	Time Out	Out of Office	HOURS WORKED	TIME USED	TIME EARNED	TIME USE (V,S,P,C)	WHOLE DAY?
1	8:00 AM	4:30 PM	1.00	7.50				
2	8:00 AM	4:30 PM	1.00	7.50				
3	8:00 AM	4:30 PM	1.00	7.50				
4	X	X						
5	X	X						
6	8:00 AM	6:30 PM	1.00	9.50		2.00		
7	8:00 AM	4:30 PM	1.00	7.50				
8	8:00 AM	4:30 PM	1.00	7.50				
9	8:00 AM	4:30 PM	1.00	7.50				
10	8:00 AM	4:30 PM	1.00	7.50				
11	X	X						
12	X	X						
13	8:00 AM	4:30 PM	1.00	7.50				
14	8:00 AM	4:30 PM	1.00	7.50				
15	8:00 AM	4:30 PM	1.00	7.50				
16	8:00 AM	4:30 PM	1.00	7.50				
17	7:00 AM	5:30 PM		10.50		3.00		
18	X	X						
19	8:00 AM	2:30 PM		6.50		6.50		
20	8:00 AM	4:30 PM	1.00	7.50				
21	8:00 AM	4:30 PM	1.00	7.50				
22	8:00 AM	4:30 PM	1.00	7.50				
23	7:00 AM	4:30 PM		9.50		2.00		
24	8:00 AM	12:30 PM	1.00	3.50	4.00			
25	X	X						
26	X	X						
27	H	H						
28	8:00 AM	4:30 PM	1.00	7.50				
29	8:00 AM	4:30 PM	1.00	7.50				
30	8:00 AM	4:30 PM	1.00	7.50				
31	8:00 AM	4:30 PM	1.00	7.50				
SICK						4.00		
PERSONAL						0.00		
						0.00		
						0.00	13.50	
Totals						4.00		
					174.50	4.00	13.50	

Signature: _____
By signing above, I represent the time spent on official duty for the date covered.

Total V, S, P, C
 Total Hours

Date: 05-31-19



Illinois State Police Merit Board

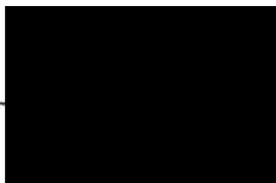
Comp Time Earned

Name: Jenny Thornley

Date of Request: 05/01/2019

Date	Hours	Reason
5/06	2.0	Fiscal Reporting 166 Fund
05/17	3.0	End of Year Reporting
05/19	6.50	End of Year Fiscal Reporting
05/23	2.0	Procurement FY19
Total	13.50	

Approval: _____



Date: 6-18-19

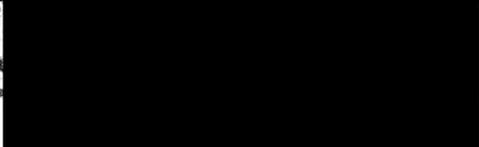


**ILLINOIS STATE POLICE MERIT BOARD
ATTENDANCE REPORT FOR Jenny Thornley
FOR THE PERIOD OF 6/1/19 - 6/30/19**

DATE	Time In	Time Out	Out of Office	hours worked	TIME USED	TIME EARNED	TIME USE (V,S,P,C)	WHOLE DAY?
1	x	x						
2	x	x						
3	8:00 AM	4:30 PM	1.00	7.50				
4	8:00 AM	4:30 PM	1.00	7.50				
5	8:00 AM	4:30 PM	1.00	7.50				
6	8:00 AM	4:30 PM	1.00	7.50				
7	8:00 AM	4:30 PM	1.00	7.50				
8	x	x						
9	x	x						
10	8:00 AM	4:30 PM	1.00	7.50				
11					7.50		P	
12					7.50		P	
13								
14								
15	x	x						
16	11:00 AM	4:30 PM		5.50		5.50		
17	8:00 AM	4:30 PM	1.00	7.50				
18	8:00 AM	4:30 PM	1.00	7.50				
19	8:00 AM	6:00 PM		10.00		2.50		
20	8:00 AM	4:30 PM	1.00	7.50				
21	8:00 AM	4:30 PM	1.00	7.50				
22	x	x						
23	x	x						
24	8:00 AM	4:30 PM	1.00	7.50				
25	8:00 AM	4:30 PM	1.00	7.50				
26	8:00 AM	4:30 PM	1.00	7.50				
27	8:00 AM	4:30 PM	1.00	7.50				
28	8:00 AM	4:30 PM	1.00	7.50				
29	x	x						
30	x	x						
31								
SICK					15.00			
PERSONAL					0.00			
					15.00			
					0.00	8.00		
Totals					30.00			

Totals

Signature



Date: 06/13/19

8.0 x 5 = 4.0
12.00