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OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

TO: Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County
Michael Ciaccio, Chief of Staff
Chad Gearig, Chief Human Resources Officer (CHRO)
James Chandler, General Counsel
Katarina Durcova, Inspector General

FROM: Dana R. Andrews, Director of Compliance, (DOC)

RE: July 2026 Semi-Annual Report

DATE: July 15, 2026

In accordance with Article V, Section B of the Employment Plan (the Plan) of the Clerk of the Circuit Court of Cook County (Clerk's Office), the following is the January 2026 Semi-Annual Report (Report).

This report details compliance – related activities between January 1, 2026 and June 30, 2026 and will be posted on the Clerk of the Circuit Court's website. The Clerk's Office continues to maintain substantial compliance, so long as the Clerk's Office acts in good faith to remedy instances of non-compliance that have been identified and prevent recurrences, does not make employment decisions based on political reasons or factors (except for Shakman Exempt positions), does not have a record of material noncompliance which frustrates the Consent Decrees and the Supplemental Relief Order's essential purpose, and has implemented procedures intended to effect long-term prevention of the use of impermissible political considerations in connection with employment.

The information contained herein provides insight into the processes that have been implemented and proposed recommendations to sustain continued compliance.

Violations of the Plan

No substantive violations of the Plan and/or Supplemental Policies Manual (SPM) were reported or discovered during this time period.

Unlawful Political Discrimination (UPD)

No complaints of UPD were filed or reported.

Political Contacts

No political contacts were reported.

Employment Plan Amendment

Actively Recruited Positions List

Collections Manager, Finance Manager, Server Administrator, Senior HR Generalist, and Senior HR Analyst were added to the list.

Employment Plan Training and Supplemental Policies Training

The Clerk's Office must provide comprehensive mandatory Employment Plan training to all employees, supervisors/interviews, and Executive Staff, to ensure they are aware of and knowledgeable of the Plan as well as their role in the hiring process. Employees receive such training within 60 days of employment or promotion, and on an annual basis thereafter. From January 1, 2026 through June 30, 2026, trainings were conducted both in person and electronically, through the Learning Management System (LMS).

Two hundred twenty-six new employees attended in person Employment Plan and Supplemental Policies Manual Training during New Employee Orientation and two new supervisors and/or interviewers completed Supervisor/Interviewer Training. Additionally, seven managers received Collective Bargaining Agreement (CBA) training.

Annual Employment Plan, Supplemental Policies Manual, and Supervisor/Interviewer Trainings are delivered through LMS on an on-going basis.

Policies

No additional Employment Plan or Handbook policies were finalized during this reporting period.

Audit Activities

Posting File

During this reporting period, I reviewed each posting file after completion of the hiring cycle. Thirty areas on the Posting File/Interview File Checklist, tied to the hiring steps, were examined along with the required documentation that must be housed in each file.

On June 30, 2026, my Office issued an Audit Report that included my findings and recommendations to the CHRO and Director of Hiring and Change Management**. I recommended that HR ensure all required signatures are obtained prior to finalizing hiring actions.**

All issues identified have been resolved accordingly.

Hiring & Employment Actions

Offering guidance on correct implementation of the Plan and on how to address and/or resolve errors or other unexpected circumstances in a manner consistent with Plan principles is a big part of what I do. I also monitor employment actions in progress to assess for compliance and assist by providing direction and guidance as processes unfold. This prevents non-compliance in real time and serves as a form of training to prevent future non-compliance. Additionally, I monitor compliance with Plan requirements via review of documents.

My practice is to recommend corrective measures and advise HR staff as appropriate to assist with corrections.

Hiring

Hiring actions will be addressed individually below.

Actively Recruited Positions:

Collections Manager

The position was properly posted with one vacancy under the Actively Recruited Hiring Process. The remainder of this sequence should be addressed further in the next DOC's Report.

Inspector General Investigator

This position was discussed in the previous DOC's Report. The position was properly posted with two vacancies under the Actively Recruited Hiring Process. Both ranked candidates accepted the position, however were later disqualified and their offers rescinded due to discrepancies uncovered during the employment verification process. Subsequent to the disqualification of the two selected candidates, the position was properly reposted. The DOC validated 32 applications and came to an agreement with HR on its validation resulting in 14 eligible candidates. The Application Review Panel reviewed candidate profiles and supporting documents and identified seven candidates for interview. The interview process occurred without issue with the DOC

monitoring seven interviews. During the Ranking Meeting, the Interview Panel ranked two candidates. Both candidates accepted the position. No issues were identified with this sequence.

Leave Manager

The position was properly posted with one vacancy under the Actively Recruited Hiring Process. The DOC validated 49 applications and came to agreement with HR on its validation resulting in 19 eligible candidates. The Application Review Panel reviewed candidate profiles and supporting documents and identified six candidates for interview. The interview process occurred without issue with the DOC monitoring four interviews. During the Ranking Meeting, the Interview Panel ranked one candidate. The ranked candidate accepted the position. No issues were identified with this sequence.

MIS Business Analyst

The position was properly posted with one vacancy under the Actively Recruited Hiring Process. The DOC validated 56 applications and came to an agreement with HR on its validation resulting in 10 eligible candidates. The Application Review Panel reviewed candidate profiles and supporting documents and identified five candidates for interview. **One candidate was removed due to disciplinary history**, leaving four candidates to interview. The interview process occurred without issue with the DOC monitoring four interviews. During the Ranking Meeting, the Interview Panel ranked two candidates. The top ranked candidate accepted the position. No issues were identified with this sequence.

SQL Server Database Administrator

The position was properly posted with one vacancy under the Actively Recruited Hiring Process. The DOC validated 22 applications and came to an agreement with HR on its validation resulting in five eligible candidates. The Application Review Panel reviewed candidate profiles and supporting documents and identified five candidates for interview. No candidates met the required minimum score to move forward in the hiring process. Subsequently, the position requisition was reposted. The remainder of this sequence should be addressed further in the next DOC's Report.

Server Administrator

The position was properly posted with one vacancy under the Actively Recruited Hiring Process. The DOC validated 59 applications and came to agreement with HR on its validating resulting in 10 eligible candidates. The remainder of this sequence should be addressed further in the next DOC's Report.

Executive Assistant Hiring:

No Executive Assistants were appointed during this time period.

Exempt Hiring:

Thirteen Shakman exempt employees were appointed during this time period, including: Associate Clerk – Chief Technology Officer; Associate Clerk - Deputy Chief Information Officer, Enterprise Systems; Associate Clerk - Deputy Chief Human Resources Officer; Chief Investigator; Chief Deputy Clerk – County Division; Deputy Director of Budget & Procurement; Deputy General Counsel; Assistant Chief Deputy Clerk – Probate Division; Assistant Chief Deputy Clerk – Expungement Department; Finance Administrative Coordinator; Senior Administrative Assistant – General Counsel; Senior Administrative Assistant – Probate Division; Senior Administrative Assistant - Skokie.

HR submitted notifications for all Exempt hires pursuant to Section XII of the Plan. I did not identify any concerns with any of the selections.

General Hiring:

Accountant

This position was posted during the previous reporting period. The position was properly posted with one vacancy under the General Hiring Process. The DOC reviewed and verified randomization and sorting and validated 59 applications and came to agreement with HR on its validation, resulting in 34 eligible candidates. The interview process occurred without issue with the DOC monitoring seven interviews. During the Ranking Meeting, the Interview Panel ranked two candidates. The top ranked candidate declined the position and the next ranked candidate accepted the offer. No issues were identified with this sequence.

Financial Clerk (North Side)

This position was posted during the previous reporting period. The position was properly posted with multiple vacancies under the Entry Level Bargaining Unit Process. The DOC reviewed and verified randomization and sorting and validated applicants out of 120 applications and came to agreement with HR on its validation resulting in 63 eligible candidates. Conditional offers of employment were made directly from the Validated Eligibility List. Two candidates accepted the position. No issues were identified with the sequence.

Financial Clerk (Office Wide)

This position was posted during the previous reporting period. The position was properly posted with multiple vacancies under the Entry Level Bargaining Unit Process. The DOC reviewed and verified randomization and sorting and randomly validated applicants out of 404 applications and came to agreement with HR on its validation resulting in 951 eligible candidates. Conditional offers of employment were made directly from the Validated Eligibility List. Ten candidates accepted the position. No issues were identified with the sequence.

Motor Vehicle Operator (Internal)

The position was properly posted with two vacancies under the Entry Level Bargaining Unit Position Hiring Process. The DOC reviewed and verified randomization and sorting and validated 24 applications and came to agreement with HR on its validation resulting in seven eligible candidates. Offers of employment were made directly from the Validated Eligibility List and two candidates accepted the position. No issues were identified with this sequence.

MIS Project Manager

This position was posted in the previous reporting period. The position was properly posted with one vacancy under the General Hiring Process. The DOC reviewed and verified randomization and sorting and validated 52 applications and came to agreement with HR on its validating resulting in 21 eligible candidates. The interview process occurred without issue with the DOC monitoring nine interviews. During the Ranking Meeting, the Interview Panel ranked four candidates. Upon review by the Executive Clerk, the ranked order was revised with the top ranked candidate accepting the position. No issues were identified with this sequence.

Office Clerk (North Side)

This position was posted during the previous reporting period. The position was properly posted with multiple vacancies under the Entry Level Bargaining Unit Position Hiring Process. The DOC reviewed and verified randomization and sorting and randomly validated applicants out of 223 applications and came to agreement with HR on its validation resulting in 113 eligible candidates. Conditional offers of employment were made directly from the Validated Eligibility List. Nine candidates accepted the position. No issues were identified with the sequence.

Office Clerk (Office Wide)

This position was posted during the previous reporting period. The position was properly posted with multiple vacancies under the Entry Level Bargaining Unit Position Hiring Process. The DOC reviewed and verified randomization and sorting and randomly validated applicants out of 923 applications and came to agreement with HR on its validation resulting in 428 eligible candidates. Conditional offers of employment were made directly from the Validated Eligibility List. Forty-seven candidates accepted the position. No issues were identified with the sequence.

Interns:

Thirty-four unpaid interns were placed in various departments/offices within the Clerk's Office, to include 20 interns in Court Operations, four interns in Management Information Systems, three interns in the General Counsel's Office, three interns in Public Policy and External Affairs, two interns in Accounting, one intern in Budget, and one intern in Procurement.

Lateral Transfers:

Four lateral transfer opportunities were posted for Court Clerk Trainer (2026-L1); Office and Financial Clerk (2026-L2); Circuit Court Clerk (2026-L3); and Court Clerk Trainer, Circuit Court Clerk, Office Clerk, and Financial Clerk (2026-L4).

2026-L1 Court Clerk Trainer

A lateral bid opportunity was initially posted for five vacancies on January 28, 2026. Nine applications were submitted, four of which were submitted by employees who did not hold the correct title, resulting in five eligible candidates. Five eligible candidates were offered the lateral transfer, solely based on seniority, with three employees accepting offers. No issues were identified with this sequence.

2026-L2 Office and Financial Clerk

On February 2, 2026, a lateral bid opportunity was posted for the following: 11 Office Clerk vacancies and four Financial Clerk vacancies.

Office Clerk: Twenty-five applications were submitted, seven of which were submitted by probationary employees, two of which were duplicates, and one of which was submitted by an employee who did not hold the correct title, resulting in 15 eligible candidates. Fifteen eligible candidates were offered the lateral transfer, solely based on seniority, with nine employees accepting offers.

Financial Clerk: Five applications were submitted, two of which were submitted by probationary employees resulting in three eligible candidates. Three eligible candidates were offered the lateral transfer, solely based on seniority, with one employee accepting offers.

No issues were identified with this sequence.

2026-L3 Circuit Court Clerk

A lateral bid opportunity was posted for 27 vacancies on March 3, 2026. Subsequently, on March 3, 2026, a revised list noting an additional location corresponding with a reduction of the availability of one position at a previous location was posted, still resulting in a total of 27 vacancies. Sixty-seven applications were submitted, 14 of which were submitted by probationary employees, 11 of which were submitted by employees who did not hold the correct title, four of which were duplicates, and four of which were submitted by employees deemed ineligible based on disciplinary record, resulting in 35 eligible candidates. Thirty-five eligible candidates were offered the lateral transfer, solely based on seniority, with 16 employees accepting offers. No issues were identified with this sequence.

2026-L4 Court Clerk Trainer, Circuit Court Clerk, Office Clerk, and Financial Clerk

On April 29, 2026, a lateral bid opportunity was posted for the following: One Court Clerk Trainer vacancy, 16 Circuit Court Clerk vacancies, 60 Office Clerk vacancies, and 11 Financial Clerk vacancies. Subsequently, on May 1, 2026, a revised list with two additional Office Clerk vacancies, and one additional Financial Clerk vacancy was posted for a total of 62 Office Clerk vacancies and 12 Financial Clerk vacancies.

Court Clerk Trainer: A probationary employee submitted one application, resulting in no eligible candidates for this series.

Circuit Court Clerk: Twenty-two applications were submitted, three of which were submitted by employees deemed ineligible based on disciplinary record, two of which were submitted by employees who did not hold the correct title, and one of which was submitted by a probationary employee resulting in 16 eligible candidates. Sixteen eligible candidates were offered the lateral transfer, solely based on seniority, with eight employees accepting offers.

Office Clerk: Fifty-four applications were submitted, five of which were duplicates, three of which were submitted by probationary employees, and one of which was submitted by an employee who failed lateral probation resulting in 45 eligible candidates. Forty-five eligible candidates were offered the lateral transfer, solely based on seniority, with 26 employees accepting offers.

Financial Clerk: Fourteen applications were submitted, three of which were duplicates resulting in 11 eligible candidates. Eleven eligible candidates were offered the lateral transfer, solely based on seniority, with five employees accepting offers.

No issues were identified with this sequence.

Promotions:

Three promotional opportunities were posted for Court Clerk Trainer (2026-P1); Circuit Court Clerk (2026-P2); and Court Clerk Trainer and Circuit Court Clerk (2026-P3).

2026-P1 Court Clerk Trainer

A promotional bid opportunity was posted for five vacancies on February 13, 2026. Fifty-four applications were submitted, eight of which were duplicates, three of which submitted by employees who did not hold the correct title, and one of which was submitted by a probationary employee, resulting in 42 eligible candidates. Eligible candidates were offered the promotion, solely based on seniority, with five employees accepting offers. No issues were identified with this sequence.

2026-P2 Circuit Court Clerk

A promotional bid opportunity was posted for 30 vacancies on March 16, 2026. One hundred eighty-eight applications were submitted, 35 of which were duplicates, two of which were submitted employees who did not meet the minimum qualifications, one of which submitted by a probationary employee, resulting in 150 eligible candidates. Eligible candidates were offered

the promotion, solely based on seniority, with 28 employees accepting offers. No issues were identified with this sequence.

2026-P3 Court Clerk Trainer and Circuit Court Clerk

On May 12, 2026, a promotional bid opportunity was posted for the following: One Court Clerk Trainer vacancy and 16 Circuit Court Clerk vacancies.

Court Clerk Trainer: Eighteen applications were submitted, six of which submitted by employees who did not hold the correct title, resulting in 12 eligible candidates. Twelve eligible candidates were offered the lateral transfer, solely based on seniority, with one employee accepting offers.

Circuit Court Clerk: Ninety-one applications were submitted, five of which were duplicates and one of which was submitted by an employee deemed ineligible based on disciplinary record, resulting in 85 eligible candidates. Eighty-five eligible candidates were offered the lateral transfer, solely based on seniority, with 16 employees accepting offers.

Other Employment Actions

I reviewed nearly 1,000 original and revised Notice of Employee Actions (NEA's) for several employment actions including but not limited to:

Discipline: During this reporting period, 111 instances of discipline were processed, of those two disciplinary actions were withdrawn.

Hire: During this reporting period, 88 hires were processed.

Separation: During this reporting period, 51 separations were processed.

Performance Evaluation: During this reporting period, 168 performance evaluations were processed.

Work Schedule Modification: During this reporting period, 77 work schedule modifications were processed.

Transfers: During this reporting period, 72 transfers were processed.

Promotions: During this reporting period, 43 promotions were processed.

Reclassification: The Clerk's Office processed 43 reclassifications, to include the following change in position job code/title and/or pay grade:

Previous Job Code/Title	**Pay Grade**	**New Job Code/Title**	**Pay Grade**
9037. Deputy General Counsel – Labor & Employment	23	9018. Deputy General Counsel	23
9018. Deputy General Counsel	23	7763. First Deputy General Counsel	23
0010. Associate Clerk-Public Information Officer	24	3258. Press Secretary	24

9769. Communications Coordinator	17	3225. Deputy Press Secretary	17
9653. Assistant Operations Manager	16	9652. Operations Manager	18
3180. Grant Writer	22	3295. Grant Manager	22
9743. Director of Systems Integration	22	9627. Chief Technology Officer	23

All reclassification requests were submitted with rationales and explanations, including revised position descriptions and organizational charts. All memoranda were reviewed and approved by the DOC.

Notification of Employment Action/Notice of Employee Action (NEA)

The majority of NEA's are being sent to the DOC in a timely manner, however there are instances in which the notice is missing supporting documentation and notice is sent weeks after the actions have occurred. Consistent with the previous DOC's reports, **I recommend that HR continue to remind supervisors that NEA's must be submitted on a timely basis with the appropriate documentation in accordance with the Plan and Supplemental Policies.**

Ineligible for Hire/Rehire List

Former employees and candidates deemed disqualified or ineligible for employment due to reasons listed in *Section IV. R.1 Ineligible for Hire/Rehire List* of the Plan are placed on an Ineligible for Hire/Rehire List (List). Individuals on the List are not allowed to move forward in the hiring process, whether the position is Non-Exempt or Exempt.

On February 4, 2026, the Clerk's Office updated its Ineligible for Hire/Rehire List and sent out notifications to 29 impacted individuals. I reviewed pertinent documents and recommended the removal of two individuals from the List. All individuals remained on the list.

Complaints/Investigations

Complaints under my authority to investigate include alleged violations of the Employment Plan, Supplemental Policies, Unlawful Political Discrimination and Unlawful Political Contacts. The DOC may coordinate with the CHRO or Designee and/or the Clerk's Office OIG or Designee on further investigation of the alleged violation. At the conclusion of the investigation, the DOC shall prepare a DOC Investigation Report and provide copies to the Clerk, COS, CHRO or Designee and OIG.

The DOC received employee complaints on workplace and disciplinary issues. The complaints, along with evidence gathered by the DOC, were appropriately forwarded to the correct offices for resolution.

Second Step Grievance Hearings

I monitored 77 Second-Step Grievance Hearings and did not observe any discrepancies during the monitored hearings with respect to the Plan or Supplemental Policies Manual.

Position Descriptions

Exempt:

I reviewed and provided feedback on the following position descriptions: Chief Technology Officer, Deputy Press Secretary, Finance Administrative Coordinator, and Press Secretary.

Consistent with the Plan, the Clerk's Office welcomed feedback and proposed revisions from the DOC.

Non-Exempt:

I reviewed and provided feedback on the following position descriptions: Collections Manager, Finance Manager, Inspector General Investigator, MIS Business Analyst, Senior HR Generalist, and Server Administrator.

Consistent with the Plan, the Clerk's Office welcomed feedback and proposed revisions from the DOC.

Exempt List

The Clerk's Office proposed the following changes to be made to the Exempt List:

Add - Finance Administrative Coordinator

Retitle	
Previous Title	**New Title**
Associate Clerk Circuit Court (Public Information Officer)	Press Secretary
Communications Coordinator	Deputy Press Secretary
Director of Systems Integration	Chief Technology Officer
Grant Writer	Grant Manager

Consistent with the Plan, the Clerk's Office provided notice to the DOC with the required rationale and position descriptions. After review and comment, the DOC raised no objection to the changes.

Clerk's Website

The Plan specifies certain content and information that our website must contain, making it one of the main mechanisms to providing transparency into our implementation of and compliance with the Plan.

Quarterly Employment Action Reports

The HR website is current through the 2nd quarter of 2026 with reports that reflect the total number of hires, promotions, transfers, and terminations by department, including designations of Exempt positions.

Conclusion

Consistency with requisite steps is vital in maintaining substantial compliance of the Employment Plan and this Report shows that the Clerk's Office continues to implement the plan in a reasonable manner. As always, I am appreciative of the assistance and collaboration received as I carry out my compliance related activities.