

Action	County	State	Title	Department
<b>September 2, 2021</b>				
1. *MINUTES OF PREVIOUS MEETING				
2. RECOMMENDATION TO HOLD THE NEXT PUBLIC HEARING ON 12/2/2021				
3. NEW POSITION			Deputy Village Assessor	V - Floral Park
4. CERTIFY APPROP LIST	9512D		Medical Social Worker I, Bilingual (Spanish)/ Medical Social Worker I	D - NHCC
5. REVISED SPEC			Clerk-Typist I, II, III Clerk-Typist I Bil,	C T D VEEB NHCC
6. REVISED SPEC			Personnel Officer	V - Villages
7. REVISED SPEC			Operating Room Inventory Control Manager, Psych Social Worker I, Psych Social Worker I, Bilingual	C - County D - NHCC
8. REVISED SPEC			Assistant to Director of Human Resources, Coordinator of Activities for the Handicapped	D - NHCC T-Towns
9. REVISED SPEC			Forensic Histo - Technologist III, Public Information Aide	C - County S-Schools
10. VACANT EXEMPT			Various Titles	Various Agencies

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 02 SEP 2021  
ITEM NO.: 2

TO : Civil Service Commission  
FROM : Classification  
DATE SUBMITTED: 8/25/2021  
SUBJECT : Proposed Public Hearing on Proposed Amendments to Rules and Appendices

Classification recommends that the Executive Director prepare a notice for publication of proposed amendments to the Rules and Appendices to the Rules for the Civil Service Commission of the County of Nassau and that a public hearing be held December 2, 2021.

Approved as submitted     Disapproved as submitted     Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 3

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Request for Classification of New Position**

The Village of Floral Park has requested the classification of one new Deputy Village Assessor position in the exempt class.

Classification recommends that this position be classified as Deputy Village Assessor, and, subject to the approval of the State Civil Service Commission, one position be placed in the exempt class in the Village of Floral Park.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: 02 SEP 2021

02 SEP 2021

DATE

Resolution No. \_\_\_\_\_

0 2 SEP 2021

4

COMMISSIONERS  
CARNELL T. FOSKEY  
MICHAEL M. DELUCA  
STEVEN R. MARKOWITZ



EXECUTIVE DIRECTOR  
MARTHA KRISSEL, ESQ.

DEPUTY EXECUTIVE DIRECTOR  
DEBORAH WELT

NASSAU COUNTY  
CIVIL SERVICE COMMISSION  
40 MAIN STREET  
HEMPSTEAD, NEW YORK 11550  
516-572-2697  
FAX (516) 572-1863  
[www.nassaucivilservice.com](http://www.nassaucivilservice.com)

### REQUEST TO MAKE LIST COMPARABLE

Date Submitted: September 2, 2021  
Requested by Nassau Health Care Corp.

Recommendation: Exam #9512D Medical Social Worker I, Bilingual (Spanish Speaking) announced for Nassau Health Care Corp be made comparable for Medical Social Worker I (English Speaking) for Nassau Health Care Corp.

Placement/MM

Approved     Disapproved     Other    C.S.C. Meeting of 0 2 SEP 2021

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO :** Civil Service Commission  
**FROM :** Classification  
**DATE SUBMITTED:** August 25, 2021  
**SUBJECT :** Clerk-Typist I Specification Revision – County

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist I, Bilingual (Spanish) Specification Revision – County**

Specification is being revised to clarify that typing is assessed during the probationary period.

Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021

DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO : Civil Service Commission**  
**FROM : Classification**  
**DATE SUBMITTED: August 25, 2021**  
**SUBJECT : Clerk-Typist II Specification Revision – County**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist III Specification Revision – County**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021

DATE

Resolution No. \_\_\_\_\_



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** August 25, 2021  
**SUBJECT** : Clerk-Typist I Specification Revision – NHCC

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: 02 SEP 2021

02 SEP 2021

DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** August 25, 2021  
**SUBJECT** : Clerk-Typist I, Bilingual Specification Revision – NHCC

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of: 02 SEP 2021

DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist II Specification Revision – NHCC**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO : Civil Service Commission**  
**FROM : Classification**  
**DATE SUBMITTED: August 25, 2021**  
**SUBJECT : Clerk-Typist III Specification Revision – NHCC**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist I Specification Revision – Towns**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: 02 SEP 2021  
DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist II Specification Revision – Towns**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of: 02 SEP 2021

DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO : Civil Service Commission**  
**FROM : Classification**  
**DATE SUBMITTED: August 25, 2021**  
**SUBJECT : Clerk-Typist III Specification Revision – Towns**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Clerk-Typist I (VEEB Only) Specification Revision – Special Districts**

Specification is being revised to clarify that typing is assessed during the probationary period.

Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: 02 SEP 2021

02 SEP 2021

DATE

Resolution No.



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 5

**TO : Civil Service Commission**  
**FROM : Classification**  
**DATE SUBMITTED: August 25, 2021**  
**SUBJECT : Clerk-Typist II Specification Revision – Special Districts**

Specification is being revised to clarify that typing is assessed during the probationary period.  
Classification recommends the revisions made to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 02 SEP 2021  
DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 6

**TO : Civil Service Commission**  
**FROM : Classification**  
**DATE SUBMITTED: August 25, 2021**  
**SUBJECT : Personnel Officer Specification Revision - Villages**

The qualifications for the title Personnel Officer are being standardized with those of comparable titles in other jurisdictions.

Classification recommends the revisions made to this specification be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 02 SEP 2021

ITEM NUMBER: 7

**TO:** Civil Service Commission  
**FROM:** Deputy Executive Director  
**DATE SUBMITTED:** August 23, 2021  
**SUBJECT:** Operating Room Inventory Control Manager

The Nassau Health Care Corporation has requested that due to recruitment problems, the qualifications for the title Operating Room Inventory Control Manager be revised to allow additional experience to substitute for college education, to reduce the number of years of experience and include experience with other medical supply inventory.

It is recommended that this revision to the specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of 02 SEP 2021  
Date

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 7

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** 8/24/2021  
**SUBJECT** : **Psychiatric Social Worker I - County**

It is recommended that the class specification for the title Psychiatric Social Worker I for Nassau County be revised to allow for a limited permit to practice as a social worker valid at the employing County agency issued by the New York State Education Department to substitute for Continuing possession of a current license as a Master Social Worker (LMSW) or a Clinical Social Worker (LCSW), issued by the New York State Education Department.

Classification recommends that the revision to the specification be adopted.

Approved as submitted     Disapproved as submitted     Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 7

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** 8/24/2021  
**SUBJECT** : **Psychiatric Social Worker I - NHCC**

It is recommended that the class specification for the title Psychiatric Social Worker I at the Nassau Health Care Corporation be revised to allow for a limited permit to practice as a social worker at the Nassau Health Care Corporation issued by the New York State Education Department to substitute for Continuing possession of a current license as a Master Social Worker (LMSW) or a Clinical Social Worker (LCSW), issued by the New York State Education Department.

Classification recommends that the revision to the specification be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 7

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** 8/24/2021  
**SUBJECT** : **Psychiatric Social Worker I, Bilingual - County**

It is recommended that the class specification for the title Psychiatric Social Worker I, Bilingual for Nassau County be revised to allow for a limited permit to practice as a social worker valid at the employing County agency issued by the New York State Education Department to substitute for Continuing possession of a current license as a Master Social Worker (LMSW) or a Clinical Social Worker (LCSW), issued by the New York State Education Department.

Classification recommends that the revision to the specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 7

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** 8/24/2021  
**SUBJECT** : **Psychiatric Social Worker I, Bilingual - NHCC**

It is recommended that the class specification for the title Psychiatric Social Worker I, Bilingual for the Nassau Health Care Corporation be revised to allow for a limited permit to practice as a social worker at Nassau Health Care Corporation issued by the New York State Education Department to substitute for Continuing possession of a current license as a Master Social Worker (LMSW) or a Clinical Social Worker (LCSW), issued by the New York State Education Department.

Classification recommends that the revision to the specification be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 02 SEP 2021

ITEM NO.: 8

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: 8/24/2021

SUBJECT : Assistant to Director of Human Resources, NHCC

It is recommended that the class specification for the title, Assistant To Director of Human Resources, NHCC be revised to allow for experience in labor relations, human resources, and/or employee relations in excess of the three-year requirement to substitute for college education on a year-for-year basis up to a maximum of four years.

Classification recommends that the revision to the specification be adopted.

( ) Approved as submitted

( ) Disapproved as submitted

( ) Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 8

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** August 25, 2021  
**SUBJECT** : Coordinator of Activities for the Handicapped Specification Revision – Towns

The qualifications for this title are being revised to include a Bachelor's degree with a major in Education.

Classification recommends the revisions made to this specification be adopted.

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021  
ITEM NO.: 9

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **August 25, 2021**  
**SUBJECT** : **Class Specification Revision**

It is recommended that the class specification for the title, Forensic Histo-Technologist III in the County service be revised to clarify the typical duties and to more accurately reflect the complexity and scope of the responsibilities of the position.

Classification recommends that the revisions to this specification be adopted.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: \_\_\_\_\_

**02 SEP 2021**

DATE

Resolution No. \_\_\_\_\_

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 02 SEP 2021

ITEM NO.: 9

TO : Civil Service Commission  
FROM : Classification  
DATE SUBMITTED: 8/24/2021  
SUBJECT : Public Information Aide - Schools

It is recommended that the class specification for the title Public Information Aide, for the School Districts be revised, to reflect updated technology, to allow for the acceptance of paid experience researching, preparing and/or producing information materials, electronically and/or in print.

Classification recommends that the revision to the specification be adopted.

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of: 02 SEP 2021  
DATE

Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 02 SEP 2021

ITEM NO.: 10

**TO :** Civil Service Commission

**FROM :** Classification

**DATE SUBMITTED:** August 30, 2021

**SUBJECT :** Review of Vacant Exempt Positions

<u>POSITION</u>	<u>JURISDICTION</u>
Clerk to Village Justice	V - Roslyn
Deputy Assessor	C - Assessment
Deputy Commissioner of Information Technology	C - Information Technology
Deputy Commissioner of Public Works	T - Oyster Bay
Deputy Village Clerk	V - Plandome Heights
School District Treasurer	S - East Meadow
Secretary	D - Baldwin Fire
Secretary	D - South Hempstead Fire
Secretary to Board of Architectural and Preliminary Site Review	V - East Hills
Secretary to Planning Board	V - Great Neck Plaza
Secretary to Board of Trustees	V - Roslyn
Special Assistant for Community Relations	C - Commission on Human Rights
Superintendent of Building Department	V - East Hills
Village Auditor	V - Garden City

Civil Service Law § 41.2

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of

02 SEP 2021

DATE

Resolution No.