

Action	County	State	Title	Department
October 31, 2023				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			(6) Vacant Exempts.	D, L, S, & V
3. CERTIFY APPROP LIST		22-001	Information Technology Applications Specialist I / Information Technology Applications Specialist I	T - NH OB / C - Depts, Schools, BOCES & NHCC.
4. CERTIFY APPROP LIST	1005D & 2025D		Case Worker I / Case Worker I Bilingual (Spanish) & Case Worker I Bilingual (Haitian-Creole)	C - Social Services / C - Social Services & NHCC, C - Social
5. CERTIFY APPROP LIST		67-747	Security Guard / Public Safety Officer II	S - Westbury UFSD / C - County, T - Towns
6. EXT OF CURRENT LIST	9503D		Police Service Aide Trainee	C - Police Department
7. NEW POSITION			Secretary to Historic District Board	V-Roslyn
8. CHANGE IN GRADE			Buyer Trainee	C - Office of Shared Services
9. RATIFICATION			Administrative Intern Temp. PT	C-County
10. REVISED SPEC			Various Titles	C, S, D, D-NHCC, T
11. REVISED SPEC / CHANGE OF JURISDICTIONAL CLASSIFICATION			Photographic Specialist	S - Schools

Action	County	State	Title	Department
12. VACANT EXEMPT			(5) Titles	C-County, D-NHCC, D-BW, V-NHP, T- SH

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: **OCT 31 2023**

ITEM NUMBER: 2

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: October 31, 2023
SUBJECT: **GENERAL DELEGATION RATIFICATION**

Per Resolution No. e-128/2023, amending Resolution No. 087/2022, the Commission shall include in the duties of the Civil Service Commission staff the review and determination of the matters set forth and prepare a monthly memorandum for the Commission for inclusion on an agenda for ratification of the matters and reflect such actions in the executive session minutes.

The N.C. Civil Service Commission staff have made the following decisions on October 5, 2023:

OCTOBER 5, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Secretary	D - East Meadow Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 9/25/23	OK to Certify
Treasurer	D - East Meadow Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 9/25/23	OK to Certify
Secretary	D - Roosevelt Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 10/9/23	OK to Certify
Library Treasurer (PT)	L - Island Park	VACANT EXEMPT - 1 position - 41.2 Effective: 10/3/23	OK to Certify
School District Court	S - Syosset	VACANT EXEMPT - 1 position - 41.2 Effective: 9/29/23	OK to Certify
Deputy Village Treasurer	V - Williston Park	VACANT EXEMPT - 1 position - 41.2 Effective: 10/29/23	OK to Certify

It is recommended that the actions above be ratified.

Please advise.
 Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of **OCT 31 2023**
 Resolution No. _____

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



**NASSAU COUNTY
CIVIL SERVICE COMMISSION**
40 MAIN STREET
HEMPSTEAD, NEW YORK 11550
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FAX (516) 572-1863
www.nassaucivilservice.com

31 OCT 2023
3

REQUEST TO MAKE LIST COMPARABLE

Date Submitted: October 31, 2023
Requested for: Town of North Hempstead

Recommendation: Exam #22001 Information Technology Applications Specialist I announced for Nassau County Departments, School Districts, BOCES and the Nassau Health Care Corporation be made a comparable list for the title of Information Technology Applications Specialist I for the Towns of North Hempstead and Oyster Bay based on rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission. The Town of North Hempstead is requesting a list of eligible candidates, and this is the only active list for this title.

Approved Disapproved Other

C.S.C. Meeting of 31 OCT 2023
Resolution No. _____

31 OCT 2023

4

COMMISSIONERS
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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: October 12, 2023
Requested by: Social Services

Recommendation:

Caseworker I, Bilingual (Spanish Speaking) List #1005D announced for the Department of Social Services and NHCC as well as Caseworker I, Bilingual (Haitian-Creole Speaking) List #2025D announced for the Department of Social Services; be made comparable for Caseworker I, list #2024D.

Approved Disapproved Other C.S.C. Meeting of OCT 2023

Resolution No. _____

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31 OCT 2023

5

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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: October 31, 2023

- 1) We are recommending that List #67-747 Public Safety Officer II established for Nassau County Departments and Towns be made comparable for the title of Security Guard for Westbury UFSD and all Nassau County School Districts.

Placement/TW

Approved

Disapproved Other

C.S.C. Meeting of 31 OCT 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO: 6

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: October 31, 2023
SUBJECT: Extension of the Police Service Aide Trainee list #9503D
Established April 11, 2022, for the Nassau County Police Department

A new list for Police Service Aide Trainee was established on October 2, 2023. Nancy Mazzei, Police Service Aide Trainee at the Nassau County Police Department has requested Police Service Aide Trainee list #9503D remain active for continued canvassing.

The purpose of this commission action is to ask the commission to allow the current list to remain in effect until the end of its four years or until it is exhausted.

This is in accordance with Section 56 paragraph 1 of Civil Service Law.

Please advise.

31 OCT 2023

Approved As submitted Disapproved As submitted Other

C.S.C. Meeting of _____
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO.: 7

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : October 12, 2023
SUBJECT : Request for Certification of New Position

<u>Title</u>	<u>Agency</u>	<u>Action</u>
Secretary to Historic District Board Effective 10/19/23 - 1 position	Vlg – Roslyn	New Exempt Position PJC not required.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of; 31 OCT 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO.: 8

TO : Civil Service Commission

FROM : **Classification**

DATE SUBMITTED: October 19, 2023

SUBJECT : **Recommended Change in Grade**

The Nassau County Office of Shared Services has requested a grade increase for the title of Buyer Trainee from grade 8 to grade 10, as it is "in keeping with the title progression," to Buyer, grade 12. A memorandum of justification has been submitted.

It is recommended that the title of Buyer Trainee be increased to grade 10. It more appropriately reflects the duration of the traineeship, not to exceed two years, and the difference in the qualifications between the Trainee and Buyer.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. 31 OCT 2023
Meeting of: _____

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: OCT 31 2023

ITEM NUMBER: 9

TO: Civil Service Commission
FROM: Administration Division
DATE SUBMITTED: October 31, 2023
SUBJECT: **RATIFICATION APPROVAL**

The Commission reviewed the following New Position and resolved the following:

<u>TITLE</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Administrative Intern Temp, PT_ C – County Attorney	NEW POSITION NON-COMP / PJC	OK	10/24/23

It is recommended that the Commission's actions be ratified.

Please advise.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of **OCT 31 2023**

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO.: 10

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: October 18, 2023

SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Accounting Assistant II	County
Accounting Assistant III	
Accounting Assistant IV	
Caseworker I	
Caseworker I, Bilingual	
Emergency Medical Services Instructor	
Equipment Operator Trainee Non-Competitive/PJC	
Fire Communications Technician I	
Fire Communications Technician II	
Fire Communications Technician III	
Fire Marshal I	
Speech Pathologist II	
Administrative Assistant I, Bilingual	Schools
Clerk-Laborer	
Typist-Clerk, Bilingual	
Clerk-Laborer	Special Districts
Accounting Assistant II	Special Districts - NHCC
Accounting Assistant III	
Accounting Assistant IV	
Clerk-Laborer	
Speech Pathologist II	
Accounting Assistant II	Towns
Accounting Assistant III	

() Approved as submitted () Disapproved as submitted () Other

C.S.C. Meeting of 31 OCT 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO.: 11

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : 10/5/2023

SUBJECT : **Revised Class Specification and Change in Jurisdictional Classification.**

The School District specification for Photographic Specialist is being revised to standardize with the Town title Photographic Specialist. It is recommended that the revised specification be adopted.

In addition, the New York State Civil Service examiners reviewed and determined that competitive examination is no longer practicable for photography titles. It was recommended that all related titles which perform photography be reviewed for removal from the competitive class, as "they may too be appropriate for placement in the non-competitive class."

Therefore, it is recommended that the competitive School title, Photographic Specialist be placed in the non-competitive class for an unlimited number of positions for all School districts, pending approval by the New York State Civil Service Commission.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of: 31 OCT 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 31 OCT 2023

ITEM NO.: 12

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: October 12, 2023

SUBJECT : Review of Vacant Exempt Positions Summary

<u>POSITION</u>	<u>JURISDICTION</u>
Traffic Prosecutor Effective 9/28/23 – 2 positions	County – Traffic & Parking
Deputy Executive Director, NCMC Effective 9/26/23 – 1 position	Special Districts - NHCC
Treasurer Effective 10/19/23 - 1 position	Special Districts – Bethpage Water
Treasurer Effective 10/23/23 – 1 position	South Hempstead Fire
Deputy Village Clerk-Treasurer Effective 10/23/23 – 1 position	Village – New Hyde Park

Civil Service Law § 41.2

() Approved as submitted () Disapproved as submitted () Other

C.S.C. Meeting of 31 OCT 2023
DATE

Resolution No. _____