

REGULAR SESSION

Action	County	State	Title	Department
<b>April 7, 2022</b>				
1. *MINUTES OF PREVIOUS MEETING				
2. CERTIFY APPROP LIST		68-843	Fire Prevention Officer / Fire Inspector	D - Uniondale Fire/V - Villages T - NH& IB
3. CERTIFY APPROP LIST	9505D		Custodian	L - Shelter Rock/C - County S SL & BOCES
4. NEW POSITION			Photographic Spec II PT	C - Police
5. NEW SPEC & CHANGE IN NOMENCLATURE			Pharmacy Tech/Pharmacy Tech I	D - NHCC
6. NEW SPEC			Various	Various
7. NEW TITLE/NEW SPEC			Horticultural Intern,, Seas	T - NH
8. NEW TITLE/NEW SPEC			Special Organized Crimes Investigator	C - DA
9. NEW TITLE/NEW SPEC			Special Cyber Crimes Investigator	C - DA
10. NEW TITLE/NEW SPEC			Pharmacy Technician II	D - NHCC
11. NEW TITLE/NEW SPEC			Pharmacy Technician III	D - NHCC
12. RATIFICATION			Vacant Exmpts	Various

REGULAR SESSION

<b>Action</b>	<b>County</b>	<b>State</b>	<b>Title</b>	<b>Department</b>
13. REVISED SPEC			Fire Prevention Insp, PT	V - Villages
14. VACANT EXEMPTS			Various Titles	C, T, V

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



- 7 APR 2022

2  
EXECUTIVE DIRECTOR  
MARTHA KRISSEL, ESQ.

NASSAU COUNTY  
CIVIL SERVICE COMMISSION  
40 MAIN STREET  
HEMPSTEAD, NEW YORK 11550  
516-572-2697  
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### REQUEST TO MAKE LIST COMPARABLE

Date Submitted: April 7, 2022  
Requested for: Uniondale Fire District

Recommendation: Exam #68-843 Fire Inspector announced for Nassau County Villages and the Towns of North Hempstead and Oyster Bay be made a comparable list for the title of Fire Prevention Officer for all fire districts based on rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission. The Uniondale Fire District is requesting a list of eligible candidates and this is the only active comparable list for this title.

Approved     Disapproved     Other

C.S.C. Meeting of - 7 APR 2022  
Resolution No. \_\_\_\_\_

COMMISSIONERS  
CARNELL T. FOSKEY  
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- 7 APR 2022  
3

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### REQUEST TO MAKE LIST COMPARABLE

Date Submitted: April 7, 2022  
Requested for: Shelter Rock Library

Recommendation: Exam #9505D Custodian announced for Nassau County School Districts, School District Libraries, and BOCES be made a comparable list for the title of Custodian for Shelter Rock Library, Special District Libraries, and Village Libraries based on rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission. Shelter Rock Library 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 - 7 APR 2022  
Resolution No. \_\_\_\_\_

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 7 APR 2022

ITEM NO.: (4)

**TO : Civil Service Commission**

**FROM : Classification**

**DATE SUBMITTED : 4/1/2022**

**SUBJECT : Review of New Non-competitive Position Pending Jurisdictional Classification**

The Nassau County Police Department has requested the classification of one new position in the title of Photographic Specialist II, Part-time.

The New York State Civil Service examiners stated that they were unable to formulate exams for the title and recommended it be moved from the competitive to the non-competitive class, pending jurisdictional classification. On 2/8/2021, per Resolution No. 43, the Commission approved the recommendation that the title of Photographic Specialist II should be non-competitive, pending jurisdictional classification. The title was submitted the 12/2/2021 Public Hearing but has not yet been ruled upon by New York State. The request was submitted to include the title in the non-competitive general listing for unlimited positions in Appendix B, for all County Departments.

It is recommended that one position in the title of Photographic Specialist II, Part-time, in the non-competitive class pending jurisdictional classification be approved for the Nassau County Police Department.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: 5

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED:** **March 30, 2022**

**SUBJECT** : **New Class Specification with Change in Nomenclature**

At its meeting of October 5, 2021, the Nassau County Civil Service Commission approved a new Competitive title for the Nassau Health Care Corporation, with the specification to be prepared: Pharmacy Technician.

The positions will practice as registered pharmacy technicians.

As the Nassau Health Care Corporation has since requested the classification of the titles Pharmacy Technician II and II, Classification recommends a change in the nomenclature of the title of Pharmacy Technician to Pharmacy Technician I.

Further, Classification recommends that the tentative specification for Pharmacy Technician I in the Special Districts Service be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C.  
Meeting of: - 7 APR 2022  
DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: 6

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** April 4, 2022  
**SUBJECT** : New Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Special Assistant to Commissioner of Health	C - County
CT Technologist	Special Districts - NHCC
Mammography Technologist	Special Districts - NHCC

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of - 7 APR 2022  
DATE  
Resolution No. \_\_\_\_\_



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: 4

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **March 30<sup>th</sup>, 2022**  
**SUBJECT** : **Request for Certification of New Title**

The Town of North Hempstead has requested the classification of a new title. The title will be utilized by interns performing horticultural functions at Clark Botanical Garden during the summer season.

Recommendation: This position be classified as Horticultural Intern, Seasonal, and, subject to the approval of the New York State Civil Service Commission, five positions be placed in the non-competitive class for the Town of North Hempstead.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: - 7 APR 2022  
DATE

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



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: 8

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **April 1, 2022**  
**SUBJECT** : **Request for Certification of New Title**

The Nassau County District Attorney has requested the classification of two new positions. These positions will conduct specialized, multilayered investigative work conducting specialized, multilayered investigative work collecting evidence of organized criminal activity for the Office of the District Attorney.

Classification recommends that these positions be certified with the new title of Special Organized Crime Investigator, non-competitive, pending jurisdictional classification. The title will be referred to the public hearing for review by the New York State, to be listed in Appendix B of the rules, two positions for this Department only.

Classification also recommends that the specification for Special Organized Crime Investigator be approved.

Approved as submitted       Disapproved as submitted       Other      C.S.C. Meeting of: - 7 APR 2022  
DATE  
Resolution No. \_\_\_\_\_



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: (10)

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **March 30, 2022**  
**SUBJECT** : **Request for Certification of New Title**

The Nassau Health Care Corporation has requested the classification of a new position. This position will practice as a registered pharmacy technician. This position allows for compliance with New York State Education Law Article 137, Section #6832, Part #2, which notes that:

No licensed pharmacist shall obtain the assistance of more than four unlicensed persons, in the performance of the activities that do not require licensure, the total of such persons shall not exceed four individuals at any one time.

Classification recommends that this position be certified with the new, competitive title of Pharmacy Technician II (Pharmacy Technician I was approved at the meeting of 10/5/2021) and that the tentative specification be approved as the specification for this position in the Special Districts Service.

\_\_\_\_\_

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: - 7 APR 2022  
DATE

Resolution No.

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: - 7 APR 2022

ITEM NO.: (11)

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **March 30, 2022**  
**SUBJECT** : **Request for Certification of New Title**

The Nassau Health Care Corporation has requested the classification of a new position. This position will practice as a registered pharmacy technician. This position allows for compliance with New York State Education Law Article 137, Section #6832, Part #2, which notes that:

No licensed pharmacist shall obtain the assistance of more than four unlicensed persons, in the performance of the activities that do not require licensure, the total of such persons shall not exceed four individuals at any one time.

Classification recommends that this position be certified with the new, competitive title of Pharmacy Technician III (Pharmacy Technician I was approved at the meeting of 10/5/2021) and that the tentative specification be approved as the specification for this position in the Special Districts Service.

\_\_\_\_\_

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: - 7 APR 2022  
DATE

Resolution No.



# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 7 APR 2022

ITEM NUMBER: 12

**TO:** Civil Service Commission  
**FROM:** Law Enforcement Unit  
**DATE SUBMITTED:** April 7, 2022  
**SUBJECT:** GENERAL DELEGATION RATIFICATIONS

The Commission shall include in the duties of the Executive Director 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 Executive Director has made the following decisions on March 15<sup>th</sup> and March 23<sup>rd</sup> and March 30<sup>th</sup>, 2022:

## MARCH 15, 2022

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>ACTION</u>	<u>DECISION</u>
Clerk to Village Justice	Vlg Old Westbury	VACANT EXEMPT 1 position - 41.2 - Effective 3/18/22	Ok to certify

## MARCH 23, 2022

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>ACTION</u>	<u>DECISION</u>
Secretary to Board of Trustees	Vlg Mineola	VACANT EXEMPT 1 position - 41.2 - Effective 3/16/22	Ok to certify
Village Treasurer	Vlg Island Park	VACANT EXEMPT 1 position - 41.2 - Effective 3/23/22	Ok to certify

## MARCH 30, 2022

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>ACTION</u>	<u>DECISION</u>
Secretary to Board of Zoning Appeals	Vlg Bayville	VACANT EXEMPT 1 position - 41.2 - Effective 3/25/22	Ok to certify

Secretary to Board of  
Zoning Appeals

Vlg Great Neck

**VACANT EXEMPT  
1 position - 41.2 -  
Effective 1/19/22**

[Ok to certify](#)

It is recommended that the Executive Director's actions be ratified.

Please advise.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of \_\_\_\_\_

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 7 APR 2022

ITEM NO.: 13

TO : Civil Service Commission  
FROM : Classification  
DATE SUBMITTED : April 7, 2022  
SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Fire Prevention Inspector (Part-Time)	Villages

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

C.S.C. Meeting of 7 APR 2022  
DATE

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



To : Civil Service Commission

From : Classification

Date Submitted : 3/30/2022

Subject : REVISED CLASS SPECIFICATION

TITLE : Fire Prevention Inspector (Part-Time)

COUNTY SCHOOLS TOWNS VILLAGES SPECIAL DISTRICTS- NHCC

JURISDICTIONAL CLASS: COMPETITIVE NON-COMPETITIVE LABOR

PRESENT GRADE: GRADE: N/A RECOMMENDED GRADE:

DELETIONS ARE NOTED BY BRACKETING, ADDITIONS BY UNDERSCORING.

\_\_\_\_\_ Per agency's request.

\_\_\_\_\_ Per Qualification Unit comment.

X TRAINING AND EXPERIENCE *Qualifications are being revised to be standardized with those established on Assistant Fire Inspector.*

\_\_\_\_\_ (1) to spell out the satisfactory equivalency.

\_\_\_\_\_ (2) to more accurately reflect the qualifications.

\_\_\_\_\_ (3) to clarify the qualifications.

X (4) to reflect current codes, laws, regulations, etc.

\_\_\_\_\_ (5) to provide alternate qualifications for the educational requirement.

X (6) to standardize the qualifications with those of comparable positions in other jurisdictions.

\_\_\_\_\_ (7) to reflect the acceptance of volunteer experience.

\_\_\_\_\_ FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES adjusted for more relevancy.

\_\_\_\_\_ TYPICAL DUTIES revised.

\_\_\_\_\_ TITLE revised.

\_\_\_\_\_ SERIES being revised.

\_\_\_\_\_ OTHER

\_\_\_\_\_  
CLASSIFICATION

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF:     - 7 APR 2022

ITEM NO.:     14    

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : April 7, 2022

SUBJECT : **Review of Vacant Exempt Positions Summary**

TITLE	JURISDICTION
Confidential Assistant to the Comptroller for Legislative Affairs Backdate 3/7/22 1 position	C - Comptroller
Inspector CO10000324 Backdate 3/7/22 1 position	C - Comptroller
Inspector CO10000325 Backdate 3/7/22 1 position	C - Comptroller
Administrative Assistant to Town Supervisor Backdate 1/21/22- 2 positions	T – N. Hempstead
Deputy Commissioner of Administrative Services Backdate 3/25/22 – 1 position	T – N. Hempstead
Deputy Commissioner of Parks and Recreation Backdate 1/1/22 – 1 position	T — N. Hempstead
Deputy Receiver of Taxes Backdate 3/15/22 – 1 position	T. N. Hempstead
Secretary to Board of Trustees Backdate 4/1/22 – 1 position	V – Sands Point

Civil Service Law § 41.2

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of     - 7 APR 2022  
DATE

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