



MEETING OF

April 7, 2022

The Nassau County Civil Service Commission met this date at 10:30 a.m. in the Office of the Commission, 40 Main Street, Hempstead, Nassau County, New York.

PRESENT: Carnell T. Foskey, Chairman
 Michael M. DeLuca, Commissioner
 Steven R. Markowitz, Commissioner
 Martha Krisel, Secretary and Chief Examiner
 Angela Grasso, Administrative Officer III

Moved by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried approving the minutes of the previous meeting.

064/2022 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Uniondale Fire District for certification of eligible names for the title of Fire Prevention Officer, and

WHEREAS there is no eligible list in existence at this time for the Uniondale Fire but there is a list, Fire Inspector established for Nassau County Villages and Towns of North Hempstead and Oyster Bay, and

WHEREAS the specifications for Fire Prevention Officer and Fire Inspector are comparable,

RESOLVED, That the Executive Director is to forward to the Uniondale Fire District eligible list No. 68-843 Fire Inspector to fill the position of Fire Prevention Officer in conformance with Rule 16(1) of the Rules of this Commission.

065/2022 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from Shelter Rock Library for certification of eligible names for the title of Custodian, and

WHEREAS there is no eligible list in existence at this time for the Shelter Rock Library but there is a list, Custodian established for Nassau County Departments, School Districts, School District Libraries and Board of Cooperative Educational Services, and

WHEREAS the specifications for Custodian are comparable,

RESOLVED, That the Executive Director is to forward to the Shelter Rock Library eligible list No. 9505D Custodian to fill the position of Custodian in conformance with Rule 16(1) of the Rules of this Commission.

066/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Foskey and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Police Department for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Photographic Specialist II, Part-Time, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive class limited to one position in the Nassau County Police Department.

067/2022 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS 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 for Pharmacy Technician, and

WHEREAS the positions will practice as registered Pharmacy Technicians, and

WHEREAS the Nassau Health Care Corporation has since requested the classification of the titles Pharmacy Technician II and III, and

RESOLVED, That a change in nomenclature for the title Pharmacy Technician to read Pharmacy Technician I is approved, and be it further

RESOLVED, That the new specification for the title of Pharmacy Technician I as submitted by the Executive Director be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation Only.

068/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the new specification for the title of Special Assistant to the Commissioner of Health as submitted by the Executive Director, be approved as the specification for the said position in the County Service.

069/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the new specification for the title of CT Technologist as submitted by the Executive Director, be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation only.

070/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the new specification for the title of Mammography Technologist as submitted by the Executive Director, be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation only.

071/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Town of North Hempstead for classification of new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Horticultural Intern, Seasonal, and be it further

RESOLVED, That the tentative specification as submitted by the Executive Director, be approved as the specification for the said positions, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said positions be placed in the Non-Competitive Class limited to five positions in the Town of North Hempstead.

072/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Office of the District Attorney for classification of new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the positions is Special Organized Crime Investigator, and be it further

RESOLVED, That the tentative specification as submitted by the Executive Director, be approved as the specification for the said positions, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class limited to two positions in the Nassau County Office of the District Attorney.

073/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Office of the District Attorney for classification of new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the positions is Special Cyber-Crime Investigator, and be it further

RESOLVED, That the tentative specification as submitted by the Executive Director, be approved as the specification for the said positions, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class limited to two positions in the Nassau County Office of the District Attorney.

074/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for classification of new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the positions is Pharmacy Technician II, and be it further

RESOLVED, That the tentative specification as submitted by the Executive Director, be approved as the specification for the said positions in the Special District Service for the Nassau Health Care Corporation.

075/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Pharmacy Technician III, and be it further

RESOLVED, That the tentative specification as submitted by the Executive Director, be approved as the specification for the said position in the Special District Service.

076/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS per Resolution No. 087/2022, 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 general session minutes, and

WHEREAS the Executive Director has made the following determinations on March 15th and March 23rd and March 30th, 2022,

RESOLVED, That the Commission ratifies the following actions made by the Executive Director's actions:

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 |
| | | | |

077/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Fire Prevention Inspector, Part-Time as submitted by the Executive Director, be approved as the specification for the said position in the Village Service.

078/2022 -- A motion was made by Commissioner Foskey, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Confidential Assistant to the Comptroller for Legislative Affairs in the Nassau County Office of the Comptroller, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective March 7, 2022.

079/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Inspector in the Nassau County Office of the Comptroller, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective March 7, 2022.

080/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Inspector in the Nassau County Office of the Comptroller, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective March 7, 2022

081/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS vacancies have occurred in the position of Administrative Assistant to Town Supervisor in the Town of North Hempstead, and

WHEREAS the Commission has studied and evaluated such positions,

RESOLVED, That the Commission determines that such positions as now constituted are properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective January 21, 2022.

082/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Deputy Commissioner of Administrative Services in the Town of North Hempstead, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective March 25, 2022.

083/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Deputy Commissioner of Parks and Recreation in the Town of North Hempstead, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective January 1, 2022.

084/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Deputy Receiver of Taxes in the Town of North Hempstead,

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective March 15, 2022.

085/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Secretary to Board of Trustees in the Village of Sands Point, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective April 1, 2022.

086/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the four constituents in attendance were granted two minutes to address the Commission of their concerns.

087/2022 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS Section 1302 of the Nassau County Charter permits the Nassau County Civil Service Commission (Commission) to appoint a Secretary & Chief Examiner to perform duties as required by the Commission, and

WHEREAS the Nassau County Rule Book (Rule II) permits the Commission to appoint a Secretary & Chief Examiner to and to fix the duties of the Secretary & Chief Examiner and its employees, and

WHEREAS the Nassau County Civil Service Commission routinely approves the filling of vacant exempt positions in municipalities including villages, libraries, schools and special districts when the appointing authority's requesting permission to fill vacant exempt positions has complied with New York State Civil Service Law Section 41(1) and (2) as determined by the Commission's Classification Division,

RESOLVED, That the Commission shall include in the duties of the Executive Director the review and determination of the matters set forth in this resolution, and be it further

RESOLVED, That the Executive Director shall prepare a monthly memorandum for the Commission for inclusion on its agenda for ratification of the matters set forth in this resolution

There being no further business, the Commission adjourned to go into Executive Session.