

REGULAR SESSION

Action	County	State	Title	Department
<b>September 27, 2023</b>				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			Vacant Exempts	S - Schools & D - Special Dists
3. CHANGE IN NOMENCLATURE			2 Titles	C - County
4. EXT OF LIST		62-751	Correction Officer	C - Corrections
5. EXT OF LIST		67-751	Correction Officer	C - Corrections
6. NEW POSITION			2 Titles	S - Schools & V - Vlgs
7. NEW TITLE/NEW SPEC			2 Titles	C - County & T - Towns
8. REVISED CLASS SPEC			2 Titles	S - Schools & V - Vlgs
9. VACANT EXEMPT			2 Titles	C - County & T - Towns
10. ANNOUNCEMENT			examination	

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: **SEPT 27 2023**

ITEM NUMBER:     2    

**TO:** Civil Service Commission  
**FROM:** Administration Unit  
**DATE SUBMITTED:** September 27, 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 Sept 11<sup>th</sup> & September 21, 2023:

**SEPTEMBER 11, 2023**

<b><u>TITLE</u></b>	<b><u>AGENCY</u></b>	<b><u>ACTION</u></b>	<b><u>DECISION</u></b>
School District Clerk	S - BOCES	VACANT EXEMPT - 1 position - 41.2 Effective: 8/29/23	OK to Certify
School District Clerk	S - Levittown	VACANT EXEMPT - 1 position - 41.2 Effective: 8/31/23	OK to Certify
School District Treasurer	S - West Hempstead	VACANT EXEMPT - 1 position - 41.2 Effective: 9/22/23	OK to Certify

**SEPTEMBER 21, 2023**

<b><u>TITLE</u></b>	<b><u>AGENCY</u></b>	<b><u>ACTION</u></b>	<b><u>DECISION</u></b>
School District Treasurer	S - Manhasset	VACANT EXEMPT - 1 position - 41.2 Effective: 9/28/23	OK to Certify
School District Treasurer	S - Oyster Bay-East Norwich	VACANT EXEMPT - 1 position - 41.2 Effective: 9/13/23	OK to Certify
Secretary	D - Great Neck Park	VACANT EXEMPT - 1 position - 41.2 Effective: 10/1/23	OK to Certify

Secretary	D - Hewlett Bay Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 9/25/23	OK to Certify
Clerk to Village Justice	V - New Hyde Park	VACANT EXEMPT - 1 position - 41.2 Effective: 10/1/23	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 **SEPT 27 2023**  
Resolution No. \_\_\_\_\_

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: SEP 27 2023

ITEM NO.: 3

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : September 20, 2023

SUBJECT : Review of Change in Nomenclatures Summary

<u>TITLE</u>	<u>RECOMMENDED CHANGE IN NOMENCLATURE</u>	<u>JURISDICTION</u>	<u>REASON</u>
From: Grants Technician	To: Grants Technician I	County	On 8/30/23 level II was established for this title; therefore, it was necessary to add "I" to the lower level.
From: Assessment Services Supervisor	To: Assessment Services Supervisor I	County	Creation of a second level of Assessment Services Supervisor, Assessment Services Supervisor II. To standardize two titles into a series, a numeral 'I' will be added to Assessment Services Supervisor to create the entry level to the series.

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

C.S.C. Meeting of SEP 27 2023  
DATE

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

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: SEP 27 2023

ITEM NO: 4

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: September 27, 2023

SUBJECT: Extension of the Correction Officer list #62-751  
Established February 1, 2023, for the Nassau County Department of  
Corrections

A new list for Correction Officer has been established and at the same time the Nassau County Department of Corrections is continuing to canvass the existing Correction Officer list #62-751. 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.

Placement KS

Approved  Disapproved  Other  
As submitted As submitted

C.S.C. Meeting of SEP 27 2023  
Resolution No. \_\_\_\_\_

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: SEP 27 2023

ITEM NO: 5

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: September 27, 2023

SUBJECT: Extension of the Correction Officer list #67-751  
Established September 9, 2021, for the Nassau County Department of  
Corrections

A new list for Correction Officer was established on February 1, 2023 and at the same time the Nassau County Department of Corrections continued to canvass the existing Correction Officer list #67-751. The purpose of this commission action is to ask the commission to allow the current list to remain in effect until the next appointment certification has been completed.

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

Please advise.

Placement KS

Approved  Disapproved  Other  
As submitted As submitted

C.S.C. Meeting of SEP 27 2023  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: SEP 27 2023

ITEM NO.: 6

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED** : September 19, 2023  
**SUBJECT** : Request for Certification of New Position

<u>Title</u>	<u>Agency</u>	<u>Action</u>	<u>Temporary Basis</u>
School District Treasurer	S - Manhasset	EXEMPT/PJC 1 position Effective - 9/28/23	NTE 12/29/23 To train incoming employee
Deputy Village Attorney	V - Williston Park	EXEMPT/PJC - 1 position Effective - 9/7/23	NTE 2/14/24 To cover medical leave.

Per Rule 41.1

Approved as submitted     Disapproved as submitted     Other  
C.S.C. Meeting of; SEP 27 2023  
DATE  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: SEP 27 2023

ITEM NO.: 7

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED:** September 20, 2023

**SUBJECT** : Review of New Titles and Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Assessment Services Supervisor II – 1 position	County – Assessment Review Commission
Information Technology Applications Specialist I - 1 position	Town– North Hempstead

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of SEP 27 2023  
DATE

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



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: SEP 27 2023

ITEM NO.: 8

TO : Civil Service Commission  
FROM : Classification  
DATE SUBMITTED : September 19, 2023  
SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Duplicating Machine Operator Aide	Schools
Recreation Attendant-Bus Diver	Villages

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

C.S.C. Meeting of SEP 27 2023  
DATE

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

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: SEP 27 2023

ITEM NO.: 9

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : September 20, 2023

SUBJECT : Review of Vacant Exempt Positions Summary

TITLE	JURISDICTION
Traffic Prosecutor Effective 9/11/23 – 1 position	C – Traffic Violations
Secretary to Commissioner of Community Services Effective 9/14/23 – 1 position	T – Oyster Bay

Civil Service Law § 41.2

( ) Approved  
as submitted

( ) Disapproved  
as submitted

( ) Other

C.S.C. Meeting of SEP 27 2023

DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: SEP 27 2023

ITEM NO: 10

TO: Civil Service Commission  
FROM: Recruitment Division  
DATE SUBMITTED: September 20, 2024  
SUBJECT: Examination Announcement

An open-competitive examination announcement has been submitted for review.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of SEP 27 2023

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