

Action	County	State	Title	Department
January 22, 2024				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			(8) Titles	S-School & V-Villages
3. CERTIFY APPROP LIST	1015D, 2028D, 2029D		Clerk-Laborer / Clerk-Laborer, Bilingual, DA Process Server Aide I, DA Process Server Aide I Bilingual	S-Bethpage
4. CERTIFY APPROP LIST		60-332 & 60-486	Caseworker I / Probation Officer Trainee & Probation Officer Trainee Bilingual	C - Social Services / C - Probation
5. CERTIFY APPROP LIST		86-350	Auditing Assistant / Auditing Assistant I	D-Jericho Water District / C-County Comptroller, T - NH and OB
6. CHANGE IN NOMENCLATURE			Hospital Aide / Hospital Aide I	D - NHCC
7. EXT OF LIST		60-525	Probation Assistant	C - Probation
8. EXT OF LIST		61-630	Probation Assistant, Bilingual Spanish	C - Probation
9. NEW POSITION			Research Assistant to Board of Trustees	V - Lake Success
10. NEW TITLE/ NEW SPEC.			Hospital Aide II	D - NHCC
11. PUBLIC HEARING DETERMINATIONS				V - Villages

Action	County	State	Title	Department
12. RATIFICATION			(13) Titles	C - County
13. REVISED SPEC			(2) Titles	C - County
14. VACANT EXEMPT			(3) Titles	C-Correctional, D-NHCC, T-Oyster Bay.
15. WAIVER OF RESIDENCY			Interventional Radiologic Technologist	D - NHCC
16. ANNOUNCEMENT			Examination	
17. DELEGATION RESOLUTION			Comparable Lists	C - CSC

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: **JAN 22 2024**

ITEM NUMBER: 2

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: December 11, 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 January 16, 2024:

JANUARY 16, 2024

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Treasurer	S - New Hyde Pk-GCP	VACANT EXEMPT - 1 position - 41.2 Effective: 1/11/24	OK to Certify
Clerk to Village Justice	V - Great Neck Estate	VACANT EXEMPT - 1 position - 41.2 Effective: 1/11/24	OK to Certify
Secretary to Planning Board	V - Hempstead	VACANT EXEMPT - 1 position - 41.2 Effective: 1/2/24	OK to Certify
Secy to Board of Zoning Appeals	V - Kings Point	VACANT EXEMPT - 1 position - 41.2 Effective: 1/1/24	OK to Certify
Secretary to Board of Trustees	V - New Hyde Park	VACANT EXEMPT - 1 position - 41.2 Effective: 12/23/23	OK to Certify
Clerk to Village Justice	V - Plandome Manor	VACANT EXEMPT - 1 position - 41.2 Effective: 12/6/23	OK to Certify
Deputy Village Clerk	V - Sands Point	VACANT EXEMPT - 1 position - 41.2 Effective: 1/12/24	OK to Certify

Clerk to Village Justice	V - South Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 1/2/24	OK to Certify
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It is recommended that the actions above be ratified.

Please advise.

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of **JAN 22 2024**
Resolution No. _____

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



CALENDAR OF: 22 JAN 2024

ITEM NO: 3

**NASSAU COUNTY
CIVIL SERVICE COMMISSION**

40 MAIN STREET
HEMPSTEAD, NEW YORK 11550
516-572-2697
FAX (516) 572-1863
www.nassaucivilservice.com

LIST COMPARABILITY REQUEST

Commission Meeting: January 22, 2024
Submitted: January 16, 2024

AGENCY REQUESTING COMPARABILITY:	Bethpage UFSD
TITLE REQUIRING ADDITIONAL CANDIDATES:	Clerk-Laborer, List #1014D Established on May 20, 2022 Announced for Nassau County Departments, School Districts, Libraries, Villages, Special Districts, Towns, and NHCC
REASON FOR REQUEST:	Bethpage UFSD requested a certification of names in the title of Clerk-Laborer. They have canvassed the current list #1014D without success.
COMPARABLE TITLE(S) IDENTIFIED:	Clerk-Laborer Bilingual – List #1015D District Attorney Process Server Aide I – List #2028D District Attorney Process Server Aide I, Bilingual – List #2029D
RECOMMENDATION:	We recommend that lists #1015D, #2028D, and #2029D be made appropriate for certification for requests from Bethpage UFSD and all other schools for the title of Clerk-Laborer once the primary list #1014D has been exhausted; in conformance with rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission.
ADDITIONAL AGENCIES:	All school districts
ADDITIONAL INFORMATION:	

Approved

Disapproved

Other

C.S.C. Meeting of 22 JAN 2024

Resolution No. _____

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



CALENDAR OF: 22 JAN 2024
 ITEM NO: 4

**NASSAU COUNTY
 CIVIL SERVICE COMMISSION**
 40 MAIN STREET
 HEMPSTEAD, NEW YORK 11550
 516-572-2697
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LIST COMPARABILITY REQUEST

Commission Meeting: January 22, 2024
 Submitted: January 3, 2024

AGENCY REQUESTING COMPARABILITY:	Department of Social Services
TITLE REQUIRING ADDITIONAL CANDIDATES:	Caseworker I, List #2024D Established 2/15/2023 Announced for the Department of Social Services and NHCC
REASON FOR REQUEST:	The Department of Social Services requested a certification of names in the title of Caseworker I. They have canvassed the current list #2024D without success.
COMPARABLE TITLE(S) IDENTIFIED:	(1) Probation Officer Trainee, List #60-332; established 12/1/2022. (2) Probation Officer Trainee Bilingual, List #60-486; established 7/28/2022
RECOMMENDATION:	We recommend that lists #60-332 and #60-486 be made appropriate for certification for requests from the Department of Social Services once the primary list (#2024D) has been exhausted; in conformance with rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission.
ADDITIONAL AGENCIES:	N/A
ADDITIONAL INFORMATION:	Three bilingual lists have previously been approved for use after the primary list #2024D has been exhausted: #1005D (Spanish), #2026 (Spanish) and #2025D (Haitian-Creole).

Approved

Disapproved

Other

C.S.C. Meeting of 22 JAN 2024

Resolution No. _____

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



CALENDAR OF: 12 2 JAN 2024
 ITEM NO: 5

NASSAU COUNTY
 CIVIL SERVICE COMMISSION
 40 MAIN STREET
 HEMPSTEAD, NEW YORK 11550
 516-572-2697
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www.nassaucivilservice.com

LIST COMPARABILITY REQUEST

Commission Meeting: January 22, 2024
 Submitted: January 10, 2024

AGENCY REQUESTING COMPARABILITY:	Jericho Water District
TITLE REQUIRING ADDITIONAL CANDIDATES:	Auditing Assistant
REASON FOR REQUEST:	The Jericho Water District requested a certification of names in the title of Auditing Assistant. There is no active eligible list available.
COMPARABLE TITLE(S) IDENTIFIED:	Auditing Assistant/Auditing Assistant I, List #86-350 To Be Established Announced for County Comptroller's Office and the Towns of North Hempstead and Oyster Bay
RECOMMENDATION:	We recommend that list(s) #86-350 be made appropriate for certification for requests from the Jericho Water District once the list has been established; in conformance with rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission.
ADDITIONAL AGENCIES:	Special Districts
ADDITIONAL INFORMATION:	The open-competitive exam will be held on February 10, 2024

Approved

Disapproved

Other

C.S.C. Meeting of 12 2 JAN 2024

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 12 2 JAN 2024

ITEM NO.: 6

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : January 12, 2024

SUBJECT : Review of Change in Nomenclatures Summary

<u>TITLE</u>	<u>RECOMMENDED CHANGE IN NOMENCLATURE</u>	<u>JURISDICTION</u>	<u>REASON</u>
From: Hospital Aide	To: Hospital Aide I	Special Districts - NHCC	A submission to create Hospital Aide II is going to Commission Meeting 1/22/24, therefore, it is necessary to add "1" to the lower level.

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

C.S.C. Meeting of 12.2 JAN 2024
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO: 7

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: January 22, 2024
SUBJECT: Extension of Probation Assistant list #60-525
Established April 8, 2022, for the Nassau County Probation Dept.

A new list, Probation Assistant list #60-804, was established on January 2, 2024. The purpose of this commission action is to ask the commission to allow the current list #60-525 to remain in effect until the end of its four years on April 7, 2026 or until it is exhausted. This request is due to the limited number of candidates on the newly established list #60-804.

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

Please advise.

Approved As submitted Disapproved As submitted Other

C.S.C. Meeting of: 22 JAN 2024
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO: 8

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: January 22, 2024
SUBJECT: Extension of Probation Assistant, Bilingual Spanish list #61-630
Established June 30, 2022, for the Nassau County Probation Dept.

A new list, Probation Assistant, Bilingual list #60-805, was established on January 2, 2024. The purpose of this commission action is to ask the commission to allow the current list #61-630 to remain in effect until the end of its four years on June 29, 2026 or until it is exhausted. This request is due to the limited number of candidates on the newly established list #60-805.

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

Please advise.

Approved As submitted Disapproved As submitted Other

C.S.C. Meeting of 22 JAN 2024
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO.: 9

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : January 16, 2024
SUBJECT : **Review of New Unclassified PJC Position**

<u>POSITION</u>	<u>JURISDICTION</u>
Research Assistant to Board of Trustees Effective 1/11/24 – 1 position Temporary - NTE 3/29/24	Vlg – Lake Success

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 22 JAN 2024
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO.: 10

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: January 16, 2024

SUBJECT : **Review of New Non-Competitive PJC Title and Class Specification Summary**

<u>TITLE</u>	<u>JURISDICTION</u>
Hospital Aide II 2 positions	Special Districts – Nassau Health Care Corporation

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 22 JAN 2024
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 12 2 JAN 2024

ITEM NO.: 11

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: 1/12/2024
SUBJECT : Determinations from the Civil Service Commission Public Hearing Resolution of December 8, 2022.

The New York State Civil Service Commission ruled on December 13, 2023 on Resolution Number 226/202 from the Public Hearing held by the Nassau County Civil Service on December 8, 2022.

VILLAGE SERVICE
APPENDIX B
NON-COMPETITIVE POSITIONS

New York State Civil Service
Recommendations

- ADD:
IN THE VILLAGE OF BROOKVILLE
2 Neighborhood Aides Approved
- IN THE VILLAGE OF FARMINGDALE
ADD:
2 Administrative Interns (Temporary, Part-Time) Approved
- IN THE VILLAGE OF HEMPSTEAD
ADD:
Recreation Attendant-Bus Driver Approved
- IN THE VILLAGE OF NEW HYDE PARK
ADD:
Senior Citizen Program Development Specialist (Part-Time) Approved

It is recommended that the determinations from State be accepted.

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

C.S.C. Meeting of: 12 2 JAN 2024
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: JAN 22 2024

ITEM NUMBER: 12

TO: Civil Service Commission
FROM: Administration Division
DATE SUBMITTED: January 22, 2024
SUBJECT: RATIFICATION APPROVAL

The Commission reviewed the following and resolved the following:

<u>TITLE</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Child Protection Investigator, Part-Time_C – Social Svcs	NEW TITLE NON-COMP / PJC	OK	12/21/23
School District Clerk_S – Levittown	VACANT EXEMPT - 1 position - 41.2 Effective: 1/1/24	OK	1/9/24
Administrative Asst to Town Board_T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/5/24
Administrative Asst to Town Board_T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/5/24
Administrative Asst to Town Board_T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/12/24
Administrative Asst to Town Supervisor_T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 12/29/23	OK	12/29/23
Chief Research Assistant (Town Board)_T - NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/12/24
Deputy Commissioner of Parks and Recreation_T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/12/24

Deputy Commissioner of Public Works_ T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 12/27/23	OK	12/27/23
Deputy Town Attorney_ T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 12/9/23	OK	12/21/23
Public Information Officer_ T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/12/24
Secretary to Commissioner of Finance_ T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/1/24	OK	1/12/24
Secretary to Commissioner of Services for the Aging_ T – NH	VACANT EXEMPT - 1 position - 41.2 Effective: 1/9/24	OK	1/12/24

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: 22 JAN 2024

ITEM NO.: 13

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: January 4, 2023
SUBJECT : **Revised Class Specifications Summary**

<u>TITLE</u>	<u>JURISDICTION</u>
Fire Marshal II	County
Fire Marshal III	↓

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 22 JAN 2024
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO.: 14

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : January 16, 2024
SUBJECT : Review of Vacant Exempt Positions Summary

<u>POSITION</u>	<u>JURISDICTION</u>
Special Assistant to Commissioner of Correction 1 position	County – Correctional Center
Director of Finance Nassau County Medical Center Effective 12/29/23 – 1 position	Special Districts - NHCC
Inspector General 1 position Effective 1/5/24	Town – Oyster Bay

Civil Service Law § 41.2

() Approved as submitted () Disapproved as submitted () Other
C.S.C. Meeting of 22 JAN 2024
DATE
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF : 22 JAN 2024
ITEM NO. : 15

TO : Civil Service Commission
FROM : Qualification & Investigation Unit
DATE SUBMITTED : January 16, 2024
SUBJECT : **Waiver of Residence to New York State
For
Interventional Radiologic Technologist**

Attached is a request from the Nassau Health Care Corporation for a waiver of the Nassau County residency requirement to New York State for the title Interventional Radiologic Technologist.

A Request for Residency Waiver Form was submitted from Personnel Officer Rodney Brown which includes the recruitment effort. The recruitment effort shows five candidates applied that met the qualifications. Three candidates from Nassau County applied. Two declined and one stopped responding.

A memo requesting Waiver of Residency was also received from Kasi Bowen, Director of Human Resources.

I would recommend granting a Waiver of Residency based on no qualified candidates residing in Nassau County accepting the position. This residency request is inline with Radiologic Technologist which includes a residency waiver for New York State.

**Approved
as submitted**

**Disapproved
as submitted**

Other

C.S.C. Meeting of 22 JAN 2024

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 22 JAN 2024

ITEM NO: 16

TO: Civil Service Commission
FROM: Recruitment Division
DATE SUBMITTED: January 17, 2024
SUBJECT: Examination Announcement

A promotion examination announcement has been submitted for review.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 22 JAN 2024

Resolution No. _____

22 JAN 2024

17

Nassau County Civil Service Commission

Delegation Resolution

Comparable Lists

January 18, 2024

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 a list be made comparable when an appointing authority requests a list of certified eligible names and no eligible list is available,

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.