Action County State Title Department

June 17, 2021

1. *MINUTES OF PREVIOUS MEETING

8. REVISED SPEC

9. REVISED SPEC

10. REVISED SPEC

11. REVISED SPEC

2. CERTIFY APPROP LIST	8002D	Clerk-Laborer, Bilingual (Spanish)	V - Villages
3. NEW POSITION		Photographic Specialist I	D - Info Tech
4. NEW SPEC		Legal Assistant, Bilingual	V - Villages
5. NEW TITLE		Head Custodian I	L - Uniondale
6. PUBLIC HEARING DETERMINATIONS			V - Villages
7. REVISED SPEC		Duplicating Machine Operator II	T - Towns

Duplicating Machine Supervisor I

Duplicating Machine Supervisor

Duplicating Machine Supervisor I

Duplicating Machine Supervisor II

C - County

T - Towns

D - NHCC

D - NHCC

Action	County	State	Title	Department
12. REVISED SPEC	;		Duplicating Machine Supervisor II	C - County
13. REVISED SPEC	:		Senior Citizen Program Development Specialist	D - Special Districts
14. REVISED SPEC	:		Senior Citizen Program Development Specialist	T - Towns
15. REVISED SPEC	;		Senior Citizen Program Development Specialist	V - Villages
16. REVISED SPEC	;		Duplicating Machine Operator I	C - County
17. REVISED SPEC	;		Duplicating Machine Operator I	T - Towns
18. REVISED SPEC	;		Bus Driver I	C - County
19. REVISED SPEC	;		Bus Driver I	D - NHCC
20. REVISED SPEC	;		Legal Interpreter	C - County
21. REVISED SPEC	;		Bus Driver II	C - County
22. REVISED SPEC	;		Duplication Machine Supervisor III	C - County
23. VACANT EXEMI	PT		Treasurer	D - Carle Place Water
24. VACANT EXEMI	PT		Deputy Commissioner of Parks and Recreation	T - North Hempstead

 Action	County	State	Title	Department
25. VACANT EXEMPT			School District Clerk	S - East Rockaway
26. VACANT EXEMPT			School District Clerk	S - Rockville Centre
27. VACANT EXEMPT			School District Treasurer	S - Plainedge
28. VACANT EXEMPT			School District Treasurer	S - Carle Place
29. VACANT EXEMPT			Superintendent of Public Works	V - New Hyde Park
30. VACANT EXEMPT			Secretary to Board of Review	V - Floral Park
31. WAIVER OF RESIDENCY			Data Analyst Trainee	S - West Hempstead
32. VACANT EXEMPT			Chief Deputy Assessor	D - Assessment

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



EXECUTIVE DIRECTOR MARTHA KRISEL, ESQ.

DEPUTY EXECUTIVE DIRECTOR
DEBORAH WELT

NASSAU COUNTY CIVIL SERVICE COMMISSION

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

REQUEST TO MAKE LIST COMPARABLE

Date Submitted: June 10, 2021

1) We are recommending that List #8002D Clerk-Laborer, Bilingual (Spanish) established for Nassau County Departments, be made comparable for all Villages.

() Approved () Other C.S.C. Meeting of Resolution No.

	CALENDAR OF:
	ITEM NO.:
ТО	: Civil Service Commission
FROM	: Classification
DATE SUBMI	TTED: June 8, 2021
SUBJECT	: Review of New Non-competitive Position, Pending Jurisdictional Classification
	unty Department of Information Technology has requested the classification of a in the title of Photographic Specialist I.
the title, and repending jurisdice the recommend pending jurisdice ruled on by Necompetitive genus Departments.	State Civil Service Examiners stated that they were unable to formulate exams for ecommended it be moved from the competitive to the non-competitive class, tional classification. On 4/22/2021, per Resolution 93, the Commission approved ation that the title of Photographic Specialist I should be Non-competitive, tional classification. The title has not yet been submitted to a Public Hearing nor ew York State. The request will be submitted to include the title in the non-teral listing in the Rules, for unlimited positions in Appendix B, for all County
	aded that one position, in the non-competitive class, pending jurisdictional approved for the Nassau County Department of Information Technology.
7	
() Approved as submitted	
	DATE Resolution No

CALENDAR OF: 17 JUN 2021

ITEM NO.:

TC)	:	Civil Servic	e Comn	nission			
FR	ROM :	:	Classification	on				
DA	ATE SUBMIT	TED:	June 10, 20	21				А
SU	BJECT	:	New Class S	Specific	ation			
	gal Assistant, llage Service.	Bilingua	al – a bilingua	l variati	on of the e	existing title – h	as been establish	ed for the
	commendation		specification	for the	bilingual	variation of thi	is title be adopte	d for the
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() Approved as submitted		Disapproved as submitted	()	Other	C.S.C. Meeting of:		
						Resolution No	DATE .	9

	CALENDAR OF: 17. JUN 2021
1	ITEM NO.: 5
TO	
ТО	: Civil Service Commission
FROM	: Classification
DATE SUBMIT	ED: June 8, 2021
SUBJECT	: Review of Request for New Competitive Title and Position
	a competitive School Districts title, is currently available for schools and aries. The title supervises all cleaning and maintenance activities in a school public library.
	Library, a special district library, has requested approval to hire a Head form the function in their facility.
It is recommend Districts.	that the specification for the title Head Custodian I be approved for Specia
	nmended that one position in the competitive title of Head Custodian I bendale Public Library.
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(2) 	
() Approved	() Disapproved () Other C.S.C. As submitted Meeting of: 17 JUN 2021
as submitted	DATE
	Resolution No.

			CALENDAR OF:	1 1 , JUN 2021	
			ITEM NO.:	6	38
то	: Civil Se	ervice Commission			
FROM	: Classifi	cation			
DATE SUBMITTED	6/10/20	21			
SUBJECT		inations from the per 5, 2019	e State Civil Service Co	mmission Public Hearing	g Resolution of
The New York State (Hearing held by Nassa				olution Number 550/2019	from the Public
	1	LAGE SERVICE APPENDIX B IPETITIVE POSIT	TIONS	New York State Recommendation	Civil Service
UNLIMITED IN EA ADD: Cleaners	CH VILLAGE	E UNLESS OTHEI	RWISE SPECIFIED	Approved	
IN THE VILLAGE (ADD: Administrative Intern				Approved	馬
IN THE VILLAGE OADD: Administrative Intern				Approved	
IN THE VILLAGE OADD: Administrative Intern				Approved	
IN THE VILLAGE (ADD: Administrative Interr				Approved	*
	LAGE SERV APPENDIX C CLASSIFIED				
In All Villages ADD: Associate Village Jus	etices		DELETE: Acting Village Justi	Approved	Ñ
() Approved as submitted	() Disappro as submit	` '	or C.S.C. Meeting of:	1 7 JUN 2021	
				DATE	
			Resolution No		87

ADD:	OF ROCKVILLE CE			Approved
		Q 1	. 1	
Recommendation:	Determinations from	State be accep	ted.	
				
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as submitted	as submitted		Meeting of:	DATE

			C	ALENDAR OF	: 17. JUN 2021
			I	TEM NO.:	7
то	:	Civil Service	Commission		
FROM	:	Classificatio	n		
DATE SUBMI	TTED:	June 10, 202	1		
SUBJECT		Duplicating	Machine Oper	ator II Specific	eation Revision - TOWNS
software activat	ted mach	inery. Revisio	ns are being r		does not include duties for cification to modernize the s accordingly.
Classification re	ecommen	ds the revision	s made to this	specification be	adopted.
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() Approved as submitted		Disapproved as submitted	() Other	C.S.C. Meeting of:_	1 7 JUN 2021
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CALENDAR OF: 17. JUN 2021

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ТО	:	Civil Service	e Commission		
FROM	. :	Classificatio	n		
DATE SUBMI	TTED:	June 10, 202	1		
SUBJECT	Ĩ	Duplicating	Machine Supe	rvisor I Specific	ation Revision - County
software activa	ited mach	inery. Revisio	ons are being r		oes not include duties for fication to modernize the accordingly.
Classification r	ecommen	ds the revision	s made to this	specification be ac	lopted.
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() Approved as submitte		Disapproved as submitted	() Other	C.S.C. Meeting of:_=	1 7. JUN 2021
				Resolution No.	DATE

	CALENDAR OF:	.17. JUN 2021	
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ě	ITEM NO.:		

TO

: Civil Service Commission

FROM

Classification

DATE SUBMITTED: Ju

June 10, 2021

SUBJECT

Duplicating Machine Supervisor Specification Revision - TOWNS

The specification for Duplicating Machine Supervisor for Towns does not include duties for software activated machinery. Revisions are being made to the specification to modernize the typical duties to be performed and to adjust the minimum qualifications accordingly.

Classification recommends the revisions made to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	17. JUN 2021	
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: ::				EM NO.:	10
то	•	Civil Service (Commission		
FROM	:	Classification			
DATE SUBMIT	TED:	June 10, 2021			
SUBJECT	•	Duplicating M	Iachine Super	visor I Specifica	tion Revision - NHCC
software activate	ed mach	inery. Revision	s are being mag	I for NHCC do ade to the specific m qualifications	es not include duties for accordingly.
Classification re	commer	nds the revisions	made to this sp	pecification be ad	opted.
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	1				
() Approved) Disapproved	() Other	C.S.C.	1 7. JUN 2021
as submitted	d	as submitted		Meeting of:	DATE

ITEM NO.: _____

ТО	: Civil Service Commission								
FROM	: Classification								
DATE SUBMIT	TED: June 10, 2021								
SUBJECT	: Duplicating Machine Supervisor II Specification Revision - NHCC								
The specification for Duplicating Machine Supervisor II for NHCC does not include duties for software activated machinery. Revisions are being made to the specification to modernize the typical duties to be performed and to adjust the minimum qualifications accordingly.									
Classification red	ommends the revisions made to this specification be adopted.								
34									
() Approved as submitted	() Disapproved () Other C.S.C. 17, JUN 2021 Meeting of:								
	DATE Resolution No								

				C	ALENDAR OF:	17 JUN 2021
	8				EM NO.:	12
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то		(*)	Civil Service	Commission		
FROM	19	:	Classification	n		
DATE SUBM	ИТТЕ	D:	June 10, 202	1		*
SUBJECT		(Duplicating 1	Machine Supe	ervisor II Specifi	cation Revision - County
software activ	vated n	nach	inery. Revision	ns are being r		loes not include duties for ification to modernize the accordingly.
Classification	recom	men	ds the revisions	s made to this	specification be a	dopted.
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() Approved			Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7. JUN 2021
as submitt	iou	•	as saominuca		iviceting of	DATE

CALENDAR OF:	1 7 JUN 2021
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ITEM NO ·	13

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: June 10, 2021

SUBJECT : Class Specification Revision

It is recommended that the class specification for the title, Senior Citizen Program Development Specialist, in the Special District service be revised to more accurately reflect the duties and responsibilities of the position and to ensure that the title is comparable across all municipal jurisdictions.

Recommendation: The revision to this specification be adopted.

() Approved () Disapproved () Other as submitted

C.S.C. Meeting of: 7 7 JUN 2021

DATE

CALENDAR OF:	17. JUN 2021
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ITEM NO.:	

TO

Civil Service Commission

FROM

Classification

DATE SUBMITTED:

June 10, 2021

SUBJECT

Class Specification Revision

It is recommended that the class specification for the title, Senior Citizen Program Development Specialist, in the Town service be revised to more accurately reflect the duties of the position and to ensure that the title is comparable across all municipal jurisdictions.

Recommendation: The revision to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7. JUN 2021
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NAO	27	o octivit of the octivities octivities octivities
		CALENDAR OF: 17 JUN 2021 ITEM NO.: 5
то	:	Civil Service Commission
FROM	:	Classification
DATE SUBMITTE);	June 10, 2021
SUBJECT	:	Class Specification Revision
It is recommended the Specialist, in the Vil	at t lage	he class specification for the title, Senior Citizen Program Development service be revised to more accurately reflect the duties of the position

It is recommended that the class specification for the title, Senior Citizen Program Development Specialist, in the Village service be revised to more accurately reflect the duties of the position and to standardize the qualifications to ensure that the title is comparable across all municipal jurisdictions.

Recommendation: The revision to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7. JUN 2021
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			Resolution No.	

CALENDAR OF:	1 7 JUN 2021
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ITEM NO.:	16

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: June 10, 2021

SUBJECT: Duplicating Machine Operator I Specification Revision - COUNTY

The specification for Duplicating Machine Operator I for County does not include duties for software activated machinery. Revisions are being made to the specification to modernize the typical duties to be performed and to adjust the minimum qualifications accordingly.

Classification recommends the revisions made to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7 JUN 2021	
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	ITEM NO.:
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TO

: Civil Service Commission

FROM

Classification

DATE SUBMITTED:

June 10, 2021

SUBJECT

Duplicating Machine Operator I Specification Revision - TOWNS

The specification for Duplicating Machine Operator I for Towns does not include duties for software activated machinery. Revisions are being made to the specification to modernize the typical duties to be performed and to adjust the minimum qualifications accordingly.

Classification recommends the revisions made to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	17 JUN 2021	
as submitted	as submitted			DATE	
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		CALENDAR OF: 17 JUN 2021	
	5.	ITEM NO.:	
ТО		Civil Service Commission	

FROM : Classification

DATE SUBMITTED: June 10, 2021

SUBJECT : Bus Driver I Specification Revision – County

The Qualifications unit has determined that the minimum qualifications for Bus Driver I are outdated and should be rewritten. As such, revisions have been made to the training and experience and the necessary special requirement, along with further stylist revisions, to bring the specification in line with modern practices.

Classification recommends the revisions to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7 JUN 2021	
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то		Civil Service	Commission		
FROM	:	Classification	1		
DATE SUBM	HTTED:	June 10, 2021	i		
SUBJECT	1 1	Bus Driver I	Specification	Revision – NHC	C
outdated and experience an	should be different the should be different to t	e rewritten. As	s such, revision quirement, alor	ons have been r	ions for Bus Driver I are made to the training and ylist revisions, to bring the
Classification	recommer	nds the revisions	s to this specifi	cation be adopted	1.
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					1 7 JUN 2021
() Approved		Disapproved	() Other	C.S.C.	1 3014 2021
as submit	ted	as submitted		Meeting of:	DATE

Resolution No.____

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		Ι	TEM NO.: _	20	
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ТО	; Civil Ser	vice Commission			
FROM	: Classifica	ation			
DATE SUBMIT	TED: June 10,	2021			
SUBJECT	: Legal Int	erpreter			
	orney's Office ha ditional languages,			pe added to the ti rin, and Punjabi.	tle Legal
Classification rec	commends that the	revision to the spe	ecification be ad	opted.	
() Approved as submitted	() Disapprove as submitte		C.S.C.	1 7 JUN 2021	
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CALENDAR OF: 1 7 JUN 2021	
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ITEM NO.:	

TO

Civil Service Commission

FROM

: Classification

DATE SUBMITTED: June 10, 2021

SUBJECT

: Bus Driver II Specification Revision - County

The Qualifications unit has determined that the minimum qualifications for Bus Driver II are outdated and should be rewritten. As such, revisions have been made to the training and experience and the necessary special requirement, along with further stylist revisions, to bring the specification in line with modern practices.

Classification recommends the revisions to this specification be adopted.

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7, JUN 2021
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	5				CALENDA	R OF:	.17. JUN	2021
					ITEM NO.:		22	
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то	V.	:	Civil Service	Commissi	on			
	0	•			on			
FROM		:	Classification	n				
DATE SUBM	ITTEI	D :	June 10, 202	1				
SUBJECT	e V	•	Duplicating County	Machine	Supervisor	III S	Specification	Revision -
The specification software active typical duties to	ated m	ach	inery. Revision	ns are bein	ig made to th	e spec	ification to m	de duties for nodernize the
Classification	recomr	nen	ds the revision	s made to tl	nis specification	on be a	dopted.	
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() Approved as submitted			Disapproved as submitted	() Othe	r C.S.C. Meeting	g of:	17, JUN 2	2021
as submitted		u i	as submitted			wiceing or	DATE	

CALENDAR OF:	1 7. JUN 2021
ITEM NO	73

TO

: Civil Service Commission

FROM

: Classification

DATE SUBMITTED: June 10, 2021

SUBJECT

: Review of Vacant Exempt Position

The Carle Place Water District has requested the classification of one vacant Treasurer position in the exempt class.

Since the Nassau County Civil Service Rules allow the District one Treasurer position in the exempt class, and this position is presently vacant, Classification recommends that this position be classified in the exempt class.

Civil Service Law § 41.2

) Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7. JUN 2021	
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	CA	ALENDAR OF: 1 7 JUN 2021
9.	IT	TEM NO.: 24
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ТО	: Civil Service Commission	
FROM	: Classification	
DATE SUBMITTEI	D: June 10, 2021	
SUBJECT	: Review of Vacant Exempt	Position
The Town of Nort Commissioner of Par	th Hempstead has requested the ks and Recreation position in the	the classification of one vacant Deputy exempt class.
Parks and Recreatio	ounty Civil Service Rules allow on positions in the exempt class mends that this position be classifi	the Town three Deputy Commissioner of ss, and one position is presently vacant, ied in the exempt class.
Civil Service Law § 4	11.2	
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() Approved (as submitted	() Disapproved () Other as submitted	C.S.C. 1 7. JUN 2021 Meeting of:
		DATE Pagelution No.

Civil Service Commission

Review of Vacant Exempt Position

The East Rockaway Public School District has requested the classification of one vacant School

Since the Nassau County Civil Service Rules allow the District one School District Clerk position in the exempt class, and this position is presently vacant, Classification recommends that this

Classification

June 10, 2021

TO

FROM

SUBJECT

DATE SUBMITTED:

District Clerk position in the exempt class.

position be classified in the exempt class.

CALENDAR OF:

ITEM NO.:

Civil Service Law	v § 41.2		
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() Approved	() Disapproved ()	Other C.S.C. 17 JUN 2021	
as submitted	as submitted	Meeting of:DATE	
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то	· ·	Civil Service	Commission		
FROM		Classification	1		
DATE SUBM	ITTED:	June 9, 2021			
SUBJECT	:	Review of Va	acant Exempt	Position	
	î Î				
The Rockville District Clerk p	Centre Pu position in	the exempt cla	strict has requents.	ested the classific	ation of one vacant School
Since the Nass in the exempt position be cla	class, an	d this position	is presently v	e District one Scl acant, Classifica	nool District Clerk position tion recommends that this
Civil Service I	Law § 41.2	2			
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() Approved as submitt	` ,	Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7 JUN 2021
				Resolution No	DATE

CALENDAR OF:	1 7 JUN 2021
ITEM NO	27

TO

: Civil Service Commission

FROM

: Classification

DATE SUBMITTED: Jun

June 7, 2021

SUBJECT

Review of Vacant Exempt Position

The Plainedge Public School District has requested the classification of one vacant School District Treasurer position in the exempt class.

Since the Nassau County Civil Service Rules allow the District one School District Treasurer position in the exempt class, and this position is presently vacant, Classification recommends that this position be classified in the exempt class.

Civil Service Law § 41.2

() Approved as submitted	() Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7. JUN 2021	
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TO FROM DATE SUBMITT	: Classifica			
DATE SUBMIT				
	ΓΕD: June 8, 20			
CHDIECT		J 2 1		
SUBJECT	: Review o	f Vacant Exempt	Position	
The Carle Place District Treasurer	Public School Di	strict has requeste empt class.	ed the classification of one vaca	nt Scho
Since the Nassau position in the exethis position be cla	empt class, and thi	s position is prese	the District one School District ntly vacant, Classification recomm	Treasure nends th
Civil Service Law	§ 41.2			
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() Approved	() Disapprove as submitte		C.S.C. 17 JUN 2021	
as submitted	as submitte	u	Meeting of:DATE Resolution No	

			C	ALENDAR OF:	1 /. JUN 2021
			I.	ГЕМ NO.:	29
ТО	:	Civil Service	Commission		
FROM	:	Classification	n		
DATE SUBMIT	TTED:	June 10, 202	1		
SUBJECT	:	Review of Va	acant Exempt	Position	
The Village of I	*		•	assification of one	vacant Superintendent of
	in the	exempt class	s, and this p	osition is present	Superintendent of Public ly vacant, Classification
Civil Service La	w § 41.2				
	27				
	27				
() Approved as submitted		Disapproved as submitted	() Other	C.S.C. Meeting of:	1 7 JUN 2021
					DATE

			CALENDAR O	F: 17. JUN 2021
	S		ITEM NO.:	30
то	: Civ	vil Service Comm	ission	
FROM	: Cla	assification		
DATE SUBM	ITTED: Ju	ne 10, 2021		
SUBJECT	: Re	view of Vacant E	xempt Position	
	8			
The Village of Review position			classification of one	vacant Secretary to Board of
position in the	exempt class,	vil Service Rules a and this position in the exempt class.	llow the Village one S s presently vacant, Cl	Secretary to Board of Review assification recommends that
Civil Service I	Law § 41.2			
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() Approved as submitted		approved () (ubmitted	Other C.S.C. Meeting of:	17. JUN 2021

DATE

CALENDAR OF: 1 7 JUN 2021

Resolution No.____

	ITE	m number: 2
k F		
TO:	Civil Service Commission	
FROM:	Deputy Executive Director	
DATE SUBMITTED:	June 2, 2021	
SUBJECT:	Waiver of Residence - Dat	a Analyst Traince
	liver to extend participation in	West Hempstead School District, the the Data Analyst Trainee examination
The Great Neck Union Free to fill said position.	School District has also expe	rienced difficulty in recruiting eligibles
The Commission has received waiver of residence to Suffer		Neck Union Free School District for a
Therefore, it is recommended to		idence for the Data Analyst Trained
	ę	
		b.
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	isapproved ()Other	C.S.C. Meeting of Date

	CALENDAR OF: 17 JUN 2021	
	ITEM NO.: 32	
то	: Civil Service Commission	
FROM	: Classification	
DATE SUBMI	TED: June 14, 2021	
SUBJECT	: Review of Vacant Exempt Position	
The Departmen Assessor position	of Assessment has requested the classification of one vacant Chief Doin the exempt class and that the classification be made effective June 4, 202	eputy 21.
The Nassau Coposition in the e	nty Civil Service Rules allow the Department one Chief Deputy Assempt class, and this position has been vacant since prior to June 4, 2021.	essor
Civil Service La	§ 41.2	
() Approved as submitted	() Disapproved () Other C.S.C. 17. JUN 2021 as submitted Meeting of:	

DATE