

<b>Action</b>	<b>County</b>	<b>State</b>	<b>Title</b>	<b>Department</b>
<b>January 26, 2023</b>				
1. *MINUTES OF PREVIOUS MEETING				
2. NEW SPEC			Interventional Radiologic Tech & Mental Hlth Counselor II	D - NHCC
3. NEW SPEC & NEW POSITION			Special Real Estate Asst	C - County Attorney
4. NEW TITLE/NEW SPEC			Network Specialist III	C - Info Tech
5. REVISED SPEC			(6) Titles	C, NHCC, & T
6. REVISED SPEC & CHANGE IN NOMENCLATURE			Deputy Dir of Admin - Dept Soc Svcs/Deputy Dir of Admin	C - County
7. REVISED SPEC & CHANGE IN NOMENCLATURE			Dir of Admin - Dept of Soc Svcs/Dir of Admin	C - County
8. CHANGE IN GRADE			Attorney's Asst I & II & Attny Asst I, Bil	C - County Attorney
9. EXT OF CURRENT LIST	8012D		Acctng Asst I/Account	C - Depts S L BOCES T V D & NHCC
10. EXT OF CURRENT LIST		68-086	Admin Officer II/Admin Off	C - Depts S BOCES T & NHCC
11. EXT OF CURRENT LIST	6035		Police Communications Opr	C - Police V D - Pt. Washington Police

<b>Action</b>	<b>County</b>	<b>State</b>	<b>Title</b>	<b>Department</b>
12. EXT OF CURRENT LIST	9042DP		Physician Asst II	D - NHCC
13. NEW POSITION			Secretary	D - Gr Nck Wtr Poll Ctrl Dist
14. NEW POSITION			Vlg Administrator	V - Old Westbury
15. WAIVER OF RESIDENCY			Sewer District Titles	D - Sewer Dists
16. VACANT EXEMPT			(9) Titles	C, S, D, T & V
17. DELEGATION RATIFICATION			Vacant Exempts	D S V

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: 2

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

<u>TITLE</u>	<u>JURISDICTION</u>
Interventional Radiologic Technologist	Special Districts - NHCC
Mental Health Counselor II	Special Districts - NHCC

Approved as submitted     Disapproved as submitted     Other    C.S.C. Meeting of 26 JAN 2023  
DATE  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: ③

**TO : Civil Service Commission**

**FROM : Classification**

**DATE SUBMITTED: January 18, 2023**

**SUBJECT : New Class Specification and Request for Non-competitive Position**

The Office of the County Attorney has requested the creation of a title to perform research on legal documents related to the ownership and transfer of real property, and to assist the Office in providing counsel in all matters regarding real estate and real estate transactions.

Classification recommends that the position be classified as Special Real Estate Assistant, and pending jurisdictional classification by New York State the requested positions be added under appendix B for the Office of the County Attorney, and that the attached specification be adopted.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of: 26 JAN 2023  
DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: 4

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **January 18, 2023**  
**SUBJECT** : **Request for New Title and Specification**

The Nassau County Department of Information Technology has requested the establishment of a third level in the Network Specialist title series. Network Specialist III will complete the promotional path for the series, incorporating cyber security functions while maintaining primary focus on network/infrastructure, and working in conjunction with cyber security specialists.

Classification recommends that this position be certified with the new, competitive title of Network Specialist III and that the tentative specification be approved as the specification for this position in the County service.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.  
Meeting of: 26 JAN 2023  
DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: 5

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

<u>TITLE</u>	<u>JURISDICTION</u>
Network Specialist I	County
Network Specialist II	County
From: Mental Health Counselor To: Mental Health Counselor I	Special Districts – NHCC
Network Specialist I	Special Districts – NHCC
Network Specialist II	Special Districts - NHCC
Parking Meter Service Supervisor	Towns

Approved as submitted     Disapproved as submitted     Other    C.S.C. Meeting of \_\_\_\_\_ DATE  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: 6

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **January 18, 2023**  
**SUBJECT** : **Revised Class Specification with Change in Nomenclature**

The Nassau County specification for the competitive title Deputy Director of Administration- Department of Social Services is being revised so that it can be used by multiple agencies, and to remove references to the Department of Social Services. These revisions have been approved by the Department of Social Services.

Therefore, Classification recommends the revised specification be adopted and the nomenclature be changed from Deputy Director of Administration- Department of Social Services to Deputy Director of Administration.

Approved as submitted       Disapproved as submitted       Other      C.S.C. Meeting of \_\_\_\_\_ DATE  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: (7)

**TO : Civil Service Commission**

**FROM : Classification**

**DATE SUBMITTED: January 18, 2023**

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

The Nassau County specification for the competitive title Director of Administration- Department of Social Services is being revised so that it can be used by multiple agencies, and to remove references to the Department of Social Services. These revisions have been approved by the Department of Social Services.

Therefore, Classification recommends the revised specification be adopted and the nomenclature be changed from Director of Administration- Department of Social Services to Director of Administration.

Approved  
as submitted

Disapproved  
as submitted

Other

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

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



NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 26 JAN 2023

ITEM NO.: 8

**TO** : Civil Service Commission  
**FROM** : **Classification**  
**DATE SUBMITTED:** January 18, 2023  
**SUBJECT** : **Recommended Changes in Grades**

The Nassau County District Attorney has requested grade increases for the titles of Attorney's Assistant I, Attorney's Assistant I, Bilingual and Attorney's Assistant II. A memorandum of justification has been submitted.

It is recommended that the title of Attorney's Assistant I be increased to grade 9. In addition, it is recommended that the title of Attorney's Assistant I, Bilingual be similarly increased to grade 9, and that Attorney's Assistant II be increased from grade 10 to grade 11, reflective of the increase in the lower-level titles.

Approved as submitted       Disapproved as submitted       Other

C.S.C.  
Meeting of: 26 JAN 2023  
DATE

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

26 JAN 2023

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



EXECUTIVE DIRECTOR  
MARTHA KRISSEL, ESQ.

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CIVIL SERVICE COMMISSION  
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[www.nassaucivilservice.com](http://www.nassaucivilservice.com)

REQUEST TO EXTEND CURRENT LIST  
Commission Meeting January 26, 2023

Current List

Accounting Assistant I/Account #8012D

District

NC Depts, Schools, Libraries, BOCES, Towns, Villages, Special Districts & NHCC

The above list is being submitted to remain active after the establishment of a new list as to allow the agencies with current certifications to complete their canvassing.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list be allowed to remain in existence until the canvassing has been completed.

Approved

Disapproved  Other

C.S.C. Meeting of  
Resolution No.

26 JAN 2023

26 JAN 2023

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



EXECUTIVE DIRECTOR  
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REQUEST TO EXTEND CURRENT LIST  
Commission Meeting January 26, 2023

Current List

Admin. Officer I/Admin. Off. List #68-086

District

NC Depts, Schools, BOCES, Towns & NHCC

The above list is being submitted to remain active after the establishment of a new list as to allow the District Attorney time to complete two appointments.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list be allowed to remain in existence until the appointments have been completed.

Approved

Disapproved  Other

C.S.C. Meeting of 26 JAN 2023  
Resolution No. \_\_\_\_\_

26 JAN 2023

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



EXECUTIVE DIRECTOR  
MARTHA KRISSEL, ESQ.

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**REQUEST TO EXTEND CURRENT LIST  
Commission Meeting January 26, 2023**

Current List

Police Communications Operator #6035

District

NC Police Dept., Villages and Port Washington Police District

The above list is being submitted to remain active after the establishment of a new list as to allow the Nassau County Police Dept. to complete their canvassing.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list be allowed to remain in existence until the canvassing has been completed.

Approved

Disapproved  Other

C.S.C. Meeting of 26 JAN 2023  
Resolution No. \_\_\_\_\_

26 JAN 2023

12

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



EXECUTIVE DIRECTOR  
MARTHA KRISSEL, ESQ.

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REQUEST TO EXTEND CURRENT LIST  
Commission Meeting January 26, 2023

Current List

Physician Assistant II #9042DP

District

Nassau Health Care Corp.

The above promotion list is being submitted to remain active after the Establishment of a new list at the request of the appointing agency.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the Current list be allowed to remain in existence after the establishment of the new list.

Approved

Disapproved  Other

C.S.C. Meeting of 26 JAN 2023  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: (13)

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

The Great Neck Water Pollution Control District has requested the classification of a second new position in the Exempt title of Secretary. One position is currently allowed in the Rules for all Special Districts.

The position is requested on a temporary basis from 1/1/2023 to 3/31/2023, to overlap the outgoing and incoming employees for training purposes.

Classification recommends that the position be certified in the Exempt title of Secretary, pending jurisdictional classification.

The title will be submitted to the next public hearing for approval of two positions in the Exempt jurisdictional class in the listing for Great Neck Water Pollution Control District.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: \_\_\_\_\_

DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: (14)

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

The Village of Old Westbury has requested the classification of a second new position in the Exempt title of Village Administrator. One position is currently allowed in the Rules for all Villages.

The position is requested on a temporary basis from 12/23/2022 to 3/23/2023, to overlap the outgoing and incoming employees for training purposes.

Classification recommends that the position be certified in the Exempt title of Village Administrator, pending jurisdictional classification.

The title will be submitted to the next public hearing for approval of two positions in the Exempt jurisdictional class in the listing for Village of Old Westbury.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: \_\_\_\_\_

DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: 15

**TO** : **Civil Service Commission**  
**FROM** : **Classification**  
**DATE SUBMITTED:** **January 18, 2023**  
**SUBJECT** : **Residency Waiver – Sewer District Titles**

Classification has received a request from the General Counsel to the Long Island Water Conference, requesting a residency waiver for Sewer District specific titles, citing recruitment difficulties as justification.

Classification recommends that the request be granted, and the below seven titles be open to Suffolk County, Westchester County, Rockland County, and the Five Boroughs of New York City

- Superintendent of Sewer District
- Assistant Superintendent of Sewer District
- Sewage Plant Supervisor
- Assistant Sewage Plant Supervisor
- Sewage Plant Operator
- Sewage Plant Operator Trainee
- Sanitary Laboratory Technician

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C.

Meeting of: \_\_\_\_\_  
DATE

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



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 26 JAN 2023

ITEM NO.: (16)

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED:** January 1, 2023

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

POSITION	JURISDICTION
Deputy County Clerk - 1 position Effective 1/4/23	C – County Clerk
Executive Director, Commission on Human Rights - 1 position Effective 12/19/22	C – Human Rights
Public Administrator – 1 position Effective 1/1/23	C – Public Administrator
Secretary – 1 position Effective 1/19/23	C – County Attorney
Secretary to County Assessor – 1 position Effective 1/20/23	C - Assessment
School District Treasurer – 1 position Effective 12/15/22	S - Roosevelt
Secretary - 1 position Effective 1/1/23	SD – Great Neck Water Pollution Control District
Secretary – 1 position Effective 1/17/23	SD – Inwood Fire
Deputy Town Attorney – 1 position Effective 1/13/23	T – North Hempstead
Secretary to Board of Trustees – 1 position Effective 1/17/23	V – Upper Brookville
Secretary to Board of Zoning Appeals 1 position Effective 4/29/23	V - Mineola
Village Administrator - 1 position Effective 12/23/22	V – Old Westbury

Civil Service Law § 41.2

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 26 JAN 2023  
DATE

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

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: JAN 26 2023

ITEM NUMBER: 17

**TO:** Civil Service Commission  
**FROM:** Administration Unit  
**DATE SUBMITTED:** January 26, 2023  
**SUBJECT:** GENERAL DELEGATION RATIFICATION

Per Resolution No. 087/2022 (General Session) 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.

The Executive Director has made the following decisions on December 15<sup>th</sup>, 2022, January 6<sup>th</sup>, 2023 and January 18<sup>th</sup>, 2023:

## DECEMBER 15, 2022

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Clerk	S - Oyster Bay-East Norwich	VACANT EXEMPT - 1 position - 41.2 Effective: 12/5/22	OK to Certify
Clerk to Village Justice	V - New Hyde Pk	VACANT EXEMPT - 1 position - 41.2 Effective: 12/6/22	OK to Certify
Deputy Village Clerk	V - Williston Park	VACANT EXEMPT - 1 position - 41.2 Effective: 12/12/22	OK to Certify
Deputy Village Treasurer	V - Hempstead	VACANT EXEMPT - 1 position - 41.2 Effective: 12/5/22	OK to Certify
Secretary to Board of Zoning Appeals	V - Sands Point	VACANT EXEMPT - 1 position - 41.2 Effective: 12/31/22	OK to Certify
Superintendent of Bldg Dept (Vlg)	V - Mineola	VACANT EXEMPT - 1 position - 41.2 Effective: 12/30/22	OK to Certify

JANUARY 6, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Treasurer	D - South Farmingdale Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 12/19/22	Ok to Certify
Deputy Village Attorney	V - Hempstead	VACANT EXEMPT - 1 position - 41.2 Effective: 12/15/22	Ok to Certify
Secretary to Board of Zoning Appeals	V - East Rockaway	VACANT EXEMPT - 1 position - 41.2 Effective: 12/12/22	Ok to Certify
Secretary to Board of Zoning Appeals	V - Roslyn	VACANT EXEMPT - 1 position - 41.2 Effective: 12/20/22	Ok to Certify
Secretary to Board of Trustees	V - Sands Point	VACANT EXEMPT - 1 position - 41.2 Effective: 1/3/23	Ok to Certify
Superintendent of Public Works	V - Sands Point	VACANT EXEMPT - 1 position - 41.2 Effective: 12/6/22	Ok to Certify
Secretary to Board of Trustees	V - Sea Cliff	VACANT EXEMPT - 1 position - 41.2 Effective: 1/22/23	Ok to Certify
Superintendent of Building Department (Vlg)	V - Westbury	VACANT EXEMPT - 1 position - 41.2 Effective: 12/6/22	Ok to Certify

JANUARY 18, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Treasurer	D - South Farmingdale Water	VACANT EXEMPT - 1 position - 41.2 Effective: 1/29/23	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. \_\_\_\_\_