

Action	County	State	Title	Department
July 13, 2023				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			Vacant Exempts	S, V, & D
3. CERTIFY APPROP LIST		67-307	Accounting Assistant II / Senior Account Clerk	T - NH/ S - Schools,, SL, V & D
4. EXT OF CURRENT LIST		63-976	Social Welfare Examiner I, Bil (Sp)	C - Social Svcs
5. EXT OF CURRENT LIST	1011DP		Senior Typist Clerk	S - Bethpg, BOCES, Fmdle, G.C, Hew-Wood, Hicksville, Lev, No. Shore & Uniondale
6. EXT OF LIST	2018PO		Police Officer	Various Police Departments in NC
7. EXT OF LIST	7001P		Police Sergeant	Various Police Departments in NC
8. NEW POSITION			Village Clerk-Treasurer, Temporary	V - Stewart Manor
9. NEW TITLE			Assist. to Director of Information Systems	C - Info Tech.
10. REVISED SPEC			Youth Group Worker, Bilingual	C - County
11. VACANT EXEMPT			(6) Titles	C - Departments, NHCC & T - NH

Action	County	State	Title	Department
12. AMEND RESOLUTION			Delegation Resolution	C - CSC

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: **JUL 13 2023**

ITEM NUMBER: **2**

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: July 13, 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 June 9th & June 27th, 2023:

JUNE 9, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Treasurer	S - Hewlett-Woodmere	VACANT EXEMPT - 1 position - 41.2 Effective: 6/29/23	OK to Certify
School District Treasurer	S - Westbury	VACANT EXEMPT - 1 position - 41.2 Effective: 6/30/23	OK to Certify
Deputy Village Clerk	V - Hewlett Harbor	VACANT EXEMPT - 1 position - 41.2 Effective: 6/5/23	OK to certify
Deputy Village Clerk-Treasurer	V- South Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 6/5/23	OK to Certify

JUNE 27, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Clerk	S - Great Neck	VACANT EXEMPT - 1 position - 41.2 Effective: 7/1/23	OK to Certify
School District Clerk	S - Hempstead	VACANT EXEMPT - 1 position - 41.2	OK to Certify

School District Clerk	S - Locust Valley	VACANT EXEMPT - 1 position - 41.2 Effective: 6/28/23	OK to Certify
School District Clerk	S - Mineola	VACANT EXEMPT - 1 position - 41.2 Effective: 7/1/23	OK to Certify
School District Treasurer	S - Oyster Bay-East Norwich	VACANT EXEMPT - 1 position - 41.2	OK to Certify
Deputy Fire District Treasurer	D - South Farmingdale Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 6/12/23	OK to Certify
Secretary To Board Of Review	V - Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 6/14/23	OK to Certify
Secretary To Board Of Trustees	V - Laurel Hollow	VACANT EXEMPT - 1 position - 41.2 Effective: 6/16/23	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 13 JUL 2023
Resolution No. _____

13 JUL 2023

③

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



EXECUTIVE DIRECTOR
MARTHA KRISSEL, ESQ.

**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: July 13, 2023
Requested for: Town of North Hempstead

Recommendation: Exam #67-307 Senior Account Clerk announced for Nassau County School Districts, School District Libraries, BOCES, Villages, and Special Districts be made a comparable list for the title of Accounting Assistant II for the Towns of North Hempstead and Oyster Bay based on rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission. The Town of North Hempstead is requesting a list of eligible candidates and this is the only active list for this title.

Approved Disapproved Other

C.S.C. Meeting of 13 JUL 2023
Resolution No. _____

13 JUL 2023
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**REQUEST TO EXTEND CURRENT LIST
Commission Meeting July 13, 2023**

Current List

Social Welfare Examiner I, Spanish (Bilingual) #63-976

The above list is being submitted to remain active after the establishment of a new list. There are two candidates remaining on the subject list which was established on 1/26/2022 and as this is a title that is difficult to recruit for, we are requesting to keep it available for the Dept. of Social Services.

Therefore, in accordance with Section 56 paragraph 1, we are asking the commission to allow the current list to remain in effect until the end of its four years or until it is exhausted.

Approved

Disapproved Other

C.S.C. Meeting of 13 JUL 2023
Resolution No. _____

13 JUL 2023

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REQUEST TO EXTEND CURRENT LIST
Commission Meeting July 13, 2023

Current Promotion Lists

1011DP Senior Typist Clerk est. 5/3/2022 for Bethpage, BOCES, Farmingdale, Garden City, Hewlett-Woodmere, Hicksville, Levittown, North Shore, and Uniondale Schools.

The above lists are being submitted to remain active after the establishment of a new list. These promotion lists were established just over the one year ago and still have with many available candidates.

Therefore, in accordance with Section 56 paragraph 1, we are asking the commission to allow the current lists to remain in effect until the end of its four years or until it is exhausted.

Approved

Disapproved Other

C.S.C. Meeting of 13 JUL 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO: 6

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: July 13, 2023

SUBJECT: EXTENTION OF POLICE OFFICER LIST #2018PO
Established 06/21/2019 for various Police Departments in Nassau County

Attached is a copy of the Consent Order from Judge Joanna Seybert granting permission to extend the Police Officer List #2018PO, which is scheduled to expire June 20, 2023 "... until the earlier of (1) June 20, 2024, or (2) the establishment of a new eligible list of candidates for Police Officer, whichever comes first."

We ask the Commission to review this Consent Order and decide whether to approve or deny the extension of Police Officer List # 2018PO.


Kathleen Smith
Placement KS

Approved As submitted Disapproved As submitted Other

C.S.C. Meeting of 13 JUL 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO: 7

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: July 13, 2023

SUBJECT: EXTENTION OF POLICE SERGEANT LIST #7001P
Established 06/13/2018 for various Police Departments in Nassau County

Attached is a copy of the Consent Order from Judge Joanna Seybert granting permission to extend the Police Sergeant List #7001P, which is scheduled to expire June 12, 2023 "... until the earlier of (1) June 12, 2024, or (2) the establishment of a new eligible list of candidates for Police Sergeant, whichever comes first."

We ask the Commission to review this Consent Order and decide whether to approve or deny the extension of Police Sergeant List # 7001P.


Placement KS

Approved Disapproved Other
As submitted As submitted

C.S.C. Meeting of 13 JUL 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO.: 8

TO : **Civil Service Commission**
FROM : **Classification**
DATE SUBMITTED: **June 26, 2023**
SUBJECT : **Request for Certification of New Position**

The Village of Stewart Manor has requested the classification of a second new position in the Unclassified title of Village Clerk Treasurer. One position is currently allowed in the Rules for all Villages.

The position is requested on a temporary basis from 7/5/2023 to 9/8/2023, to overlap the outgoing and incoming employees for training purposes.

Classification recommends that the position be certified in the Unclassified title of Village Clerk-Treasurer, pending jurisdictional classification.

The title will be submitted to the next public hearing for approval of two positions in the Unclassified jurisdictional class in the listing for the Village of Stewart Manor.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of: 13 JUL 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO.: 9

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: 6/26/2023
SUBJECT : Request for Certification of a New Title

The Nassau County Department of Information Technology has requested the classification of a new position. This position will manage long-term technology projects, develop project plans, and oversee milestones from beginning through completion.

Classification recommends that this position be certified with the new, competitive title of Assistant To Director Of Information Systems, and that an appropriate specification be prepared for this position.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of: 13 JUL 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO.: 10

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: June 26, 2023
SUBJECT : Review of Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Youth Group Worker, Bilingual	County

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of 13 JUL 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 13 JUL 2023

ITEM NO.: 11

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: July 6, 2023

SUBJECT : Review of Vacant Exempt Positions Summary

<u>POSITION</u>	<u>JURISDICTION</u>
Deputy Commissioner of Information Technology 1 position	County – Information Technology
Work Study Aide Effective 5/31/23 – 150 positions	County - College
Assistant Nassau Health Care Corporation Counsel 1 position	Special District – Nassau Health Care Corporation
Administrative Assistant to Town Board Effective 6/2/23 – 1 position	Town – North Hempstead
Deputy Town Attorney Effective 6/7/23 – 1 position	Town – North Hempstead
Executive Assistant to Town Board Effective 6/30/23 – 1 position	Town – North Hempstead

Civil Service Law § 41.2

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

C.S.C. Meeting of 13 JUL 2023 DATE

Resolution No. _____

13 JUL 2023

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Amendment to Resolution 088/2022

WHEREAS Resolution No. 088/2022 include in the duties of the Executive Director to review and determine matters set for in this resolution, and

WHEREAS the Executive Director is to prepare a monthly memorandum for the Commission for inclusion on its agenda for ratification of the matters set forth in this resolution,

RESOLVE, That the duties and preparation of a monthly memorandum for this resolution be amended to the Nassau County Civil Service staff.