

Action	County Title	Department	Remarks
<b>February 29, 2024</b>			
1. *MINUTES OF PREVIOUS MEETING			
2. DELEGATION RATIFICATION	Vacant Exempts / List Comparability Request	C, D, S, & V	( 17 ) Items
3. CHANGE IN NOMENCLATURE	Assistant Payroll Supervisor / Assistant Payroll Supervisor, NHCC	D - NHCC	
4. NEW POSITION	Deputy Director of Hospital Nursing Services and Education	D - NHCC	PJC non- comp.
5. NEW SPEC	Building Maintenance Supervisor I	D - NHCC	non-comp.
6. NEW TITLE	Secretary to Board of Ethics	V - Sands Point	Exempt - 41.1
7. NEW TITLE / NEW SPEC	2 Titles	C - County	non- comp. / comp.
8. RATIFICATION	Residency Waiver & Vacant Exempts	C - County	Open to Queens & Suffolk / 41.2
9. REVISED CLASS SPEC	Rink Guard	C - County	non-comp.
10. REVIEW REQUEST	Effective Seasonal Dates	C - Parks Rec & Museums	
11. REVISED SPEC & CHANGE IN NOMENCLATURE	Payroll Supervisor / Payroll Supervisor, NHCC	D - NHCC	comp.

<b>Action</b>	<b>Cou S Title</b>	<b>Department</b>	<b>Remarks</b>
12. WAIVER OF RESIDENCY	Community Liaison Specialist I	C - Human Services	Open to Suffolk, all five Boroughs & Westchester
13. VACANT EXEMPT	( 7 ) Titles	C - County & T - Towns	41.2

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

**CALENDAR OF: FEB 29 2024**

**ITEM NUMBER:     2**

**TO:** Civil Service Commission  
**FROM:** Administration Unit  
**DATE SUBMITTED:** February 29, 2024  
**SUBJECT:** **GENERAL DELEGATION RATIFICATION**

Per Resolution No. e-128/2023, amending Resolution No. 087/2022; and Resolution No. 025/2024, 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 February 1, 2024 and February 22, 2024:

**FEBRUARY 1, 2024**

<b><u>TITLE/EXAM</u></b>	<b><u>AGENCY</u></b>	<b><u>ACTION</u></b>	<b><u>DECISION</u></b>
Clerk-Typist I / <b>COMP:</b> #2033D Clerk-Typist I, Bil (Sp) & #2032D Clerk-Typist I, Bil (Mandarin)	D - NHCC <b>ANNOUNCED:</b> C - Depts, S, L, BOCES T, D, V & NHCC/ Est. 5/16/23	<b>LIST COMPARABILITY REQUEST</b>	<b>OK</b>
Sanitarian Trainee / <b>COMP:</b> #65-999 Sanitarian Trainee, Bil (Sp)	<b>REQ:</b> C - Health <b>ANNOUNCED:</b> C - Health/ Est. 12/1/23	<b>LIST COMPARABILITY REQUEST</b>	<b>OK</b>
Treasurer	D - East Meadow Fire	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/9/24</b>	<b>OK to Certify</b>
Deputy Fire District Treasurer	D - Oceanside Fire	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 1/18/24</b>	<b>OK to Certify</b>
School District Treasurer	S - Oyster Bay-East Norwich	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/4/24</b>	<b>OK to Certify</b>
School District Auditor	S - Syosset CSD	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/2/24</b>	<b>OK to Certify</b>

**FEBRUARY 22, 2024**

<b><u>TITLE/EXAM</u></b>	<b><u>AGENCY</u></b>	<b><u>ACTION</u></b>	<b><u>DECISION</u></b>
Buyer Trainee/ <b>COMP:</b> Buyer Trainee List No. 68-265 & Asst Buyer List No. 60-382	C - Shared Services	<b>LIST COMPARABILITY REQUEST</b>	<b>OK</b>
Youth Group Wkr/ <b>COMP:</b> Youth Grp Wkr, Bil List No. 63-396	C - Probation	<b>LIST COMPARABILITY REQUEST</b>	<b>OK</b>
Deputy Fire District Treasurer	D - Woodmere Fire	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/15/24</b>	<b>OK to Certify</b>
School District Clerk	S - Farmingdale	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 3/31/24</b>	<b>OK to certify</b>
School District Treasurer	S - West Hempstead	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 1/19/24</b>	<b>OK to Certify</b>
Secretary to Bd of Trustees	V - Brookville	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/5/24</b>	<b>OK to Certify</b>
Secretary to Board of Zoning Appeals	V - Freeport	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/5/24</b>	<b>OK to Certify</b>
Superintendent of Bldg Dept (Vlg)	V - Great Neck	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/16/24</b>	<b>OK to Certify</b>
Village Assessor	V - Hempstead	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/20/24</b>	<b>OK to Certify</b>

Village Treasurer	V - Malverne	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/13/24</b>	<b>OK to Certify</b>
Secretary to Bd of Architectural & Preml Site Rev	V - Muttontown	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 2/15/24</b>	<b>OK to Certify</b>

It is recommended that the actions above be ratified.

Please advise.

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of **FEB 29 2024**  
Resolution No. \_\_\_\_\_

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 29 FEB 2024

ITEM NO.: 3

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : February 20, 2024

SUBJECT : Review of Change in Nomenclatures Summary

<u>TITLE</u>	<u>RECOMMENDED CHANGE IN NOMENCLATURE</u>	<u>JURISDICTION</u>	<u>REASON</u>
From: Assistant Payroll Supervisor	To: Assistant Payroll Supervisor, NHCC	Special Districts - NHCC	This is to differentiate the NHCC title from the Schools and Towns titles, which have different qualifications. It more clearly separates the title for exam announcement and list purposes.

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

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

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

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 12<sup>9</sup> FEB 2024

ITEM NO.: 4

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** February 26, 2024  
**SUBJECT** : **Review of New Non-Competitive PJC Positions Summary**

<u>TITLE</u>	<u>JURISDICTION</u>
Deputy Director of Hospital Nursing Services and Education Effective 1/17/24 – 1 position	Special Districts - NHCC

Approved     Disapproved     Other    C.S.C. Meeting of

\_\_\_\_\_ as submitted

\_\_\_\_\_ as submitted

DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 29 FEB 2024

ITEM NO.: 5

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED:** February 21, 2024

**SUBJECT** : Review of New Class Specification Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Building Maintenance Supervisor I	Special Districts (NHCC)

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 29 FEB 2024  
DATE

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



**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 29 FEB 2024

ITEM NO.: 6

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED:** February 22, 2024

**SUBJECT** : **Review of New Exempt Title Summary**

<u>POSITION</u>	<u>JURISDICTION</u>
Secretary to Board of Ethics Effective 1/10/24 – 1 position	Vlg – Sands Point

Civil Service Law § 41.1

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of

**29 FEB 2024**

DATE

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

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 29 FEB 2024

ITEM NO.: 7

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: February 22, 2024

SUBJECT : Review of New Title and Class Specification Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Certified Recovery Peer Advocate	County
Information Technology Security Specialist Trainee	County

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 29 FEB 2024  
DATE

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: **FEB 29 2024**

ITEM NUMBER: 8

**TO:** Civil Service Commission  
**FROM:** Administration Division  
**DATE SUBMITTED:** February 29, 2024  
**SUBJECT:** **RATIFICATION APPROVAL**

The Commission reviewed and resolved the following:

<b><u>TITLE</u></b>	<b><u>ACTION</u></b>	<b><u>DECISION</u></b>	<b><u>DATE</u></b>
Child Protection Investigator, Part-Time_ C – Social Services	<b>RESIDENCY WAIVER Open to Queens &amp; Suffolk County</b>	<b>OK</b>	<b>2/8/24</b>
Chief Dep Comm of Pks, Rec & Museums_ C – Pks & Rec	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 1/22/24</b>	<b>OK</b>	<b>1/23/24</b>
Deputy Comm of Pks, Rec & Museums_ C – Pks & Rec	<b>VACANT EXEMPT - 1 position - 41.2 Effective: 1/22/24</b>	<b>OK</b>	<b>1/23/24</b>

It is recommended that the Commission’s actions be ratified.

Please advise.

Approved as submitted       Disapproved as submitted       Other

C.S.C. Meeting of **FEB 29 2024**

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

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

CALENDAR OF: 29 FEB 2024

ITEM NO.: 9

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED** : February 16, 2024  
**SUBJECT** : Review of Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Rink Guard	County

Approved as submitted     Disapproved as submitted     Other    C.S.C. Meeting of 29 FEB 2024  
DATE  
Resolution No. \_\_\_\_\_

**NASSAU COUNTY CIVIL SERVICE COMMISSION**

**CALENDAR OF:** 29 FEB 2024

**ITEM NO.:** 10

**TO** : Civil Service Commission  
**FROM** : Classification  
**DATE SUBMITTED:** February 9, 2024  
**SUBJECT** : **Request to Review Dates of Seasons**

The Department of Parks, Recreation and Museums submitted a request to revise the effective dates of the seasons for all titles.  
Therefore, it is recommended that the request be approved.

Approved as submitted     Disapproved as submitted     Other    C.S.C. Meeting of 29 FEB 2024  
DATE  
Resolution No. \_\_\_\_\_

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 29 FEB 2024

ITEM NO.: 11

**TO** : Civil Service Commission

**FROM** : Classification

**DATE SUBMITTED** : February 20, 2024

**SUBJECT** : **Review of Change in Nomenclatures and Revised Specification**

<u>TITLE</u>	<u>RECOMMENDED CHANGE IN NOMENCLATURE</u>	<u>JURISDICTION</u>	<u>REASON</u>
From: Payroll Supervisor	To: Payroll Supervisor, NHCC	Special Districts, NHCC	This is to differentiate the NHCC title from the Schools and Towns titles, which have different qualifications. It more clearly separates the title for exam announcement and list purposes.

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

C.S.C. Meeting of 29 FEB 2024  
DATE

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

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF : 29 FEB 2024

ITEM NO. : 12

TO : Civil Service Commission

FROM : Qualification & Investigation Unit

DATE SUBMITTED : February 22, 2024

SUBJECT : **Permanent Waiver of Residence  
For  
Community Liaison Specialist I**

Jill Nevin, Commissioner of Human Services, has submitted a request for a waiver of the Nassau County residency requirement for the title Community Liaison Specialist I. She states, *"We consistently find ourselves in the position of needing to seek to recruit on a provisional basis for this title which makes recruitment more difficult."*

The most recent list for this title, established on December 1, 2023, had only four eligible candidates on it, one of whom was serving provisionally in this title in this department and was appointed effective that date. Out of the remaining three eligible candidates, two have declined the position and one will be interviewed on Tuesday, January 30, 2024. The Department of Human Services uses this title across the entire department and we are regularly having approved positions go unfulfilled due to recruitment difficulties.

The Department of Human Services is requesting a waiver to include Suffolk County, all five Boroughs of New York City and Westchester County.

Upon due consideration, please advise regarding the Commission's decision to approve, reject or be held for recruitment effort.

\_\_\_\_\_

Approved  
as submitted

Disapproved  
as submitted

Other

C.S.C. Meeting of 29 FEB 2024

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

# NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 29 FEB 2024

ITEM NO.: 13

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : February 9, 2024

SUBJECT : Review of Vacant Exempt Positions Summary

<u>POSITION</u>	<u>JURISDICTION</u>
Special Financial Investigator Effective 2/1/24 - 2 positions	County – District Attorney
Administrative Assistant to Town Supervisor 2 positions Effective 2/1/24	↓
Deputy Town Clerk 1 position Effective 2/8/24 – 1 position	
Deputy Town Comptroller 2 positions Effective 2/1/24	
Secretary to Commissioner of Administrative Services 1 position Effective 2/5/24	
Secretary to Commissioner of Planning and Development 1 position Effective 2/5/24	
Secretary to Town Comptroller 1 position Effective 1/30/24	Town – Oyster Bay

Civil Service Law § 41.2

Approved as submitted    
  Disapproved as submitted    
  Other

C.S.C. Meeting of 29 FEB 2024  
 DATE  
 Resolution No. \_\_\_\_\_