

Action	County	State	Title	Department
June 1, 2023				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			Vacant Exempts	D S V
3. CERTIFY APPROP LIST		69-388	Admin. Officer / Admin. Officer I, Bil.	S - East Rockaway / C - Depts
4. CERTIFY APPROP LIST		64-138	Senior Acct. / Acct. II/Senior Acct.	S - Westbury / C T D V D - NHCC
5. CHANGE JURIS CLASS			Photographic Machine Operator II	C - County Clerk & T
6. EXT OF CURRENT LIST	9011D		Clerk-Typist I / Typist-Clerk	
7. NEW POSITION			Special Real Estate Assistant	C - County Attorney
8. NEW SPEC			Construction Project Manager	D - NHCC
9. NEW TITLE/NEW SPEC			Human Resources Analyst, NHCC	D - NHCC
10. REVISED SPEC			(6) Titles	C - Depts & T
11. VACANT EXEMPT			(4) Titles	S, D - NHCC & T- NH

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: JUN -1 2023

ITEM NUMBER: 2

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: June 1, 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 May 24th, 2023:

MAY 24, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Secretary	D - New Hyde Park Fire	VACANT EXEMPT - 1 position - 41.2 Effective: 5/2/23	OK to certify
School District Clerk	S - Wantagh	VACANT EXEMPT - 1 position - 41.2 Effective: 6/30/23	OK to certify
Secy to Planning Board	V - Kings Point	VACANT EXEMPT - 1 position - 41.2 Effective: 5/15/23	OK to certify
Village Treasurer	V - New Hyde Park	VACANT EXEMPT - 1 position - 41.2 Effective: 6/24/23	OK to certify
Superintendent of Public Works	V - Pt. Washington North	VACANT EXEMPT - 1 position - 41.2 Effective: 5/3/23	OK to certify
Secretary to Board of Trustees	V - Stewart Manor	VACANT EXEMPT - 1 position - 41.2 Effective: 5/4/23	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. _____

- 1 JUN 2023,
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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: May 23, 2023

- 1) We are recommending that List #69-388 Administrative Officer I, Bilingual established for Nassau County Departments be made comparable for the title of Administrative Officer for East Rockaway UFSD and all Nassau County School Districts.

Placement/TR

Approved

Disapproved Other

C.S.C. Meeting of - 1 JUN 2023
Resolution No. _____

1 JUN 2023

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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: May 23, 2023

- 1) We are recommending that List #64-138 Accountant II/Senior Accountant established for Nassau County Departments, Towns of N. Hempstead & Oyster Bay, Special Districts, Villages, and NHCC be made comparable for the title of Senior Accountant for Westbury UFSD and all Nassau County School Districts.

Placement/TR

Approved

Disapproved Other

C.S.C. Meeting of 1 JUN 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 1 JUN 2023

ITEM NO.: 5

TO : **Civil Service Commission**
FROM : **Classification**
DATE SUBMITTED : **May 25, 2023**
SUBJECT : **Change in Jurisdictional Class Summary**

<u>TITLE</u>	<u>JURISDICTION</u>
Photographic Machine Operator II From: Competitive To: Non-Competitive	County Clerk
Photographic Machine Operator II From: Competitive To: Non-Competitive	Towns

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of - 1 JUN 2023
DATE

Resolution No. _____

1 JUN 2023

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COMMISSIONERS
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REQUEST TO EXTEND CURRENT LIST
Commission Meeting June 1, 2023

Current List
Clerk-Typist I/Typist-Clerk #9011D

The above list is being submitted to remain active after the establishment of a new list as to allow the Seaford Public Library and the East Meadow Public Library time to complete their appointments.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list be allowed to remain in existence until June 27, 2023, or until the outstanding certifications have been returned.

Approved Disapproved Other C.S.C. Meeting of 1 JUN 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 1 JUN 2023

ITEM NO.: 7

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: May 24, 2023
SUBJECT : Request for Non-competitive Position

The Office of the County Attorney has requested a second position of Special Real Estate Assistant 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.

The Office of the County Attorney was allowed one non-competitive position of Special Real Estate Assistant in the rules at the January 26, 2023 Commission meeting. That position is still pending jurisdictional classification and has not yet gone before a Public Hearing or been submitted to New York State.

This second position is being requested to process an increased volume of requests for information on County owned real property submitted by the public and by other County departments.

Classification recommends that the position be classified as Special Real Estate Assistant, and pending jurisdictional classification by New York State that an additional position be added under appendix B for the Office of the County Attorney for a total of two.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of: 1 JUN 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 1 JUN 2023

ITEM NO.: 8

TO : **Civil Service Commission**

FROM : **Classification**

DATE SUBMITTED: **February 21, 2023**

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

<u>TITLE</u>	<u>JURISDICTION</u>
Construction Project Manager	Special Districts (NHCC)

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of - 1 JUN 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 1 JUN 2023

ITEM NO.: 9

TO : **Civil Service Commission**

FROM : **Classification**

DATE SUBMITTED: **May 25, 2023**

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

<u>TITLE</u>	<u>JURISDICTION</u>
Human Resources Analyst, NHCC	Special Districts, NHCC

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of - 1 JUN 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 1 JUN 2023

ITEM NO.: 10

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : May 25, 2023
SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Architect I	County
Architect II	County
Chief Deputy Sheriff	County
Youth Group Worker	County
Bay Constable I	Towns
Bay Constable II	Towns

Approved as submitted Disapproved as submitted Other C.S.C. Meeting of - 1 JUN 2023
DATE
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: - 1 JUN 2023

ITEM NO.: 11

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: May 24, 2023
SUBJECT : Review of Vacant Exempt Positions Summary

<u>POSITION</u>	<u>JURISDICTION</u>
School District Clerk Effective 7/21/23 – 1 position	Schools - Manhasset
Director of Finance, Nassau County Medical Center Effective 5/3/23 – 1 position	Special District - NHCC
Secretary to Commissioner of Information Technology Effective 5/11/23 – 1 position	T – North Hempstead
Secretary to Commissioner of Parks and Recreation Effective 5/3/23 - 1 position	T – North Hempstead

Civil Service Law § 41.2

() Approved as submitted () Disapproved as submitted () Other C.S.C. Meeting of - 1 JUN 2023
DATE
Resolution No. _____