

Action	Cou State	Title	Department
March 3, 2022			
1. *MINUTES OF PREVIOUS MEETING			
2. CERTIFY APPROP LIST	68-086	Employment Manager/Administrative Officer I/Admin Officer	S - Hewlett-Woodmere/C - Depts S BOCES, T - NH OB & NHCC
3. CERTIFY APPROP LIST	69-465	Building Inspector I/Bldng Inspec I/Bdng Insp	V - Villages & T- NH
4. EXT OF CURRENT LIST	60-132	Cultural Pgrm Spec	V - Villages S L D BOCES T
5. EXT OF CURRENT LIST	68-478	Social Welfare Examiner I, Bil (Haitian-Creole)	C - Social Svcs
6. NEW SPEC		Two Titles	D - NHCC & T - Towns
7. NEW TITLE		Mammography Technologist	D - NHCC
8. NEW TITLE		CT Technologist	D - NHCC
9. RATIFICATION		List of Actions	Various
10. REVISED SPEC / GRADE CHANGE		Various Titles	Various Agencies
11. VACANT EXEMPT		Various Titles	Various Agencies

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAR 03 2022
ITEM NO: 2

TO: Civil Service Commission
FROM: Taylor Russo, Placement
DATE SUBMITTED: February 9, 2022
SUBJECT: Administrative Officer I/Administrative Officer
Established April 29, 2019 for Nassau County Departments, School Districts,
BOCES, Towns of N. Hempstead & Oyster Bay, and NHCC

Hewlett-Woodmere Public School has requested a certification of names in the title of Employment Manager. There is no list for this title.

There is, however, Administrative Officer I/Administrative Officer List #68-086 established April 29, 2019 for Nassau County Departments, School Districts, BOCES, Towns of N. Hempstead & Oyster Bay, and NHCC. The specifications for the two titles are comparable.

Therefore, we recommend that List #68-086 Administrative Officer I/Administrative Officer, be made appropriate for certification to Hewlett-Woodmere Public Schools and all schools for the title of Employment Manager in conformance with rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission.

Placement/TR

Approved
As submitted

Disapproved
As submitted

Other C.S.C. Meeting of _____
Resolution No. _____

MAR 03 2022

CALENDAR OF: MAR 03 2022
ITEM NO: 3

TO: Civil Service Commission
FROM: Mark Murray, Placement Division
DATE SUBMITTED: February 17, 2022
SUBJECT: Building Inspector I/Building Inspector
List # 69-465 established May 3, 2018 for Nassau County Villages
and the Town of North Hempstead

The Town of Oyster Bay has requested a certification of names in the title of Building Inspector I. They do not have an active list to canvass for their agency under that title.

There is, however, a comparable list of eligible candidates from Building Inspector I/Building Inspector list # 69-465 established May 3, 2018 for Nassau County Villages and the Town of North Hempstead.

The specifications are comparable. Therefore, we recommend that List # 69-465, Building Inspector I/Building Inspector be made appropriate for certification to the Town of Oyster Bay in the title of Building Inspector I in conformance with rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission.

MM
Placement/MM

Approved
As submitted

Disapproved
As submitted

Other

C.S.C. Meeting of MAR 03 2022
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAR 03 2022

ITEM NO: 4

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: March 3, 2022

SUBJECT: Extension of current list after new list is established.
Cultural Program Specialist #60-132
Established 01/14/2020 for Villages, Schools, Libraries, Special Districts, BOCES
and Towns.

A new list for the subject title has just been established. As there are several candidates still available on the older list, the purpose of this commission action is to ask the commission to allow this list to remain in existence after the establishment of a new list.

This is in accordance with Section 56 paragraph 1 of Civil Service Law.

Please advise.


Placement KS

Approved Disapproved Other
As submitted As submitted

C.S.C. Meeting of MAR 03 2022
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAR 03 2022

ITEM NUMBER: 5

TO: Civil Service Commission

FROM: Kathleen Smith, Placement Division

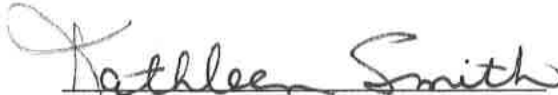
DATE SUBMITTED: February 17, 2022

SUBJECT: Extension of current list after new list is established.
 Current list: Social Welfare Examiner I, Bilingual (Haitian-Creole) #68-478
 Established on 6/05/2020 for NC Department of Social Services

New list: Social Welfare Examiner I, Bilingual (Haitian-Creole) #64-050
 Established 1/26/2022

A new list for Social Welfare Examiner I, Bilingual (Haitian-Creole) has just been established. As the current list has never been canvassed and the four-year expiration is June 14, 2024, we are recommending the commission, in accordance with Section 56 paragraph 1, allow this list to remain in existence after the establishment of the new list.

Please advise.


 Kathleen Smith

Approved
 as submitted

Disapproved
 as submitted

Other

C.S.C. Meeting of MAR 03 2022
 Date

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 6

TO : **Civil Service Commission**
FROM : **Classification**
DATE SUBMITTED: **February 23, 2022**
SUBJECT : **New Class Specifications Summary**

<u>TITLE</u>	<u>JURISDICTION</u>
Assistant Group Health Insurance Supervisor	Special Districts - NHCC
Code Enforcement Inspector, Bilingual	Towns

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 3 - MAR 2022
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 7

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: 2/23/2022
SUBJECT : **Request for Certification of a New Title**

The Nassau Health Care Corporation has requested the classification of a new position. This position will practice as a registered Mammography Technologist pursuant to New York State Codes Rules and Regulations, Section 89.

Classification recommends that this position be certified with the new, competitive title of Mammography Technologist and that an appropriate specification be prepared for this position.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of: 3 - MAR 2022
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 8

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: 2/23/2022
SUBJECT : Request for Certification of a New Title

The Nassau Health Care Corporation has requested the classification of a new position. This position will practice as a registered CT Technologist pursuant to the New York State Codes, Rules, and Regulations Title 10, Chapter 1, Part 16, Section F, Subsection 1 which indicates:

“The CT x-ray system shall not be operated on a human being except by a physician or by a radiologic technologist licensed pursuant to article 35 of the Public Health Law who has been specifically trained in its operation.”

Classification recommends that this position be certified with the new, competitive title of CT Technologist and that an appropriate specification be prepared for this position.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of: 3 - MAR 2022
DATE

Resolution No. _____

Admin

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 9

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : March 3, 2022

SUBJECT : Ratification Items

Ratification of Vacant Exempt Positions Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Deputy Commissioner of Parks, Recreation and Museums	C – Parks, Rec & Museums
Deputy Commissioner of Public Works	C – Public Works
Library Treasurer (Part-Time)	S – Baldwin PL
School District Treasurer	S – Roslyn
Traffic Prosecutor (Part-Time)	C – Traffic & Parking

Ratification of County Exempt/PJC Position Summary

<u>TITLE</u>	<u>County Department</u>
Public Information Officer (Emergency Management)	Emergency Management

Ratification of New Title Non-Competitive/PJC Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Assistant to Commissioner of Human Services (Chemical Dependency) (Backdate 1/28/22) – 1 position	C – Human Services



Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of _____

3 - MAR 2022

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NUMBER: 9

TO: Civil Service Commission
FROM: Administration Division
DATE SUBMITTED: March 3, 2022
SUBJECT: RATIFICATION APPROVAL

The Commission reviewed the below requests and resolved the following:

<u>TITLE</u>	<u>EXAM NO.</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Plumbing Inspector I /Plumbing Inspector	63-274	CERTIFY APPROPRIATE LIST - forward to the Town of Oyster Bay eligible list No. 63-274 to fill the position of Plumbing Inspector	APPROVED	2/11/22

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

Please advise.

Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of _____

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 10

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : March 3, 2022
SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Patient Navigator, Bilingual	Special Districts - NHCC

Revised Class Specification & Grade Change Summary

<u>TITLE</u>	<u>JURISDICTION</u>	<u>GRADE CHANGE</u>
Emergency Management Specialist Trainee	County	<u>From: 8</u> <u>To: 10</u>
Emergency Management Specialist I	County	<u>From: 10</u> <u>To: 12</u>

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C. Meeting of

3 - MAR 2022

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Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 3 - MAR 2022

ITEM NO.: 11

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: March 3, 2022

SUBJECT : Review of Vacant Exempt Positions Summary

TITLE	JURISDICTION
Administrative Assistant to Town Board (Backdate 1/11/22) – 2 positions	T - N. Hempstead
Administrative Assistant to Town Supervisor (Backdate 1/1/22) – 1 position	T - N. Hempstead
Chief Research Assistant (Town Board)	T – Oyster Bay
Deputy Commissioner of Administrative Services (Backdate 1/1/22) – 1 position	T – N. Hempstead
Deputy Commissioner of Parks	T – Oyster Bay
Deputy Fire District Treasurer	SD – North Massapequa Fire
Deputy Supervisor (Backdate 1/1/22) – 1 position	T – N. Hempstead
Deputy Town Clerk (Backdate 1/11/22) – 2 positions	T. N. Hempstead
Deputy Town Comptroller (Backdate 1/4/22) – 1 position	T – N. Hempstead
Deputy Village Treasurer	V – New Hyde Park
Director of Finance (Backdate 1/1/22) – 1 position	T – N. Hempstead
Director of Legislative Affairs (Backdate 1/11/22) 1 position	T – N. Hempstead
Executive Assistant (Backdate 1/3/22) – 1 position	T – N. Hempstead
Executive Assistant to Town Board (Backdate 1/9/22) – 1 position	T – N. Hempstead

Approved as submitted
 Disapproved as submitted
 Other
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School District Clerk	S – East Williston PS
Secretary to Commissioner of Community Services (Backdate 1/1/22) – 1 position	T – N. Hempstead
Secretary to Commissioner of Services for the Aging (Backdate 1/11/22) – 1 position	T – N. Hempstead
Secretary to Executive Director, Commission on Human Rights	C – Human Rights
Secretary to Town Board (Backdate 1/1/22) – 1 position	T – N. Hempstead
Secretary to Town Clerk (Backdate 1/11/22)	T – N. Hempstead
Special Counsel (Backdate 1/1/22) – 1 position	T – N. Hempstead
Treasurer	SD – Roslyn Water
Village Treasurer	V - Westbury

Civil Service Law § 41.2

Review of Vacant Unclassified Position Summary

Research Assistant to Board of Trustees	V - Westbury
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Approved as submitted

Disapproved as submitted

Other

C.S.C. Meeting of 3 - MAR- 2022

DATE

Resolution No.