

Action	County	State	Title	Department
August 30, 2023				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			(10) Vacant Exempts	V & S
3. CERTIFY APPROP LIST		60-043	Administrative Assistant / Admin. Assist. Bilingual (Sp)	C - Human Services / C - Depts, S, V & BOCES
4. CERTIFY APPROP LIST		64-713	Social Work Assist. I / Social Work Assist. I Bilingual (Sp)	D - NHCC / C - Depts. & NHCC
5. CERTIFY APPROP LIST		67-642	Assist. to Director of Inf. Systems / Assist. to Director of Inf. Systems, NCMC (NHCC)	C - IT / D - NHCC
6. CERTIFY APPROP LIST		66-475	Buyer / Buyer, NHCC	C - Shared Services / D - NHCC
7. CORRECT SCORES	3003DP		Physical Therapist II	D - NHCC
8. EXT OF CURRENT LIST		64-007	Field Auditor II	C - Comptroller
9. EXT OF CURRENT LIST		65-823	Patient Accounts Supervisor	D - NHCC
10. EXT OF CURRENT LIST		68-536	School Lunch Manager	S - Schools & BOCES
11. NEW POSITION			(2) Titles	C - Police & NHCC

Action	County	State	Title	Department
12. NEW SPEC.			Assist. to Director of Information System	C - County
13. NEW TITLE / NEW SPEC			(3) Titles	S - Schools, D - NHCC
14. NEW TITLE/NEW SPEC			(3) Titles	C - Public Works
15. RATIFICATION			(3) Titles	C - County
16. REVISED SPEC			(7) Titles	C, S, D, NHCC & V
17. VACANT EXEMPT			(4) Titles	C - County, D - NHCC & T-NH & OB

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: AUG 30 2023

ITEM NUMBER: 2

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: July 13, 2023
SUBJECT: **GENERAL DELEGATION RATIFICATION**

Per Resolution No. e-160/2023, amending Resolution No. e-273/2021, e-309/2021, e-374/2021, e-092/2022 and e-093/2022, 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 July 26th & Aug 10th 2023:

JULY 26, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Secretary to Board of Architectural and Preliminary Site Review	V - Kings Point	VACANT EXEMPT - 1 position - 41.2 Effective: 7/17/23	OK to Certify
Secretary to Board of Trustees	V - East Rockaway	VACANT EXEMPT - 1 position - 41.2 Effective: 9/1/23	OK to Certify
Superintendent of Public Works	V - Cedarhurst	VACANT EXEMPT - 1 position - 41.2 Effective: 7/1/23	OK to Certify
Village Administrator	V - Stewart Manor	VACANT EXEMPT - 1 position - 41.2 Effective: 7/6/23	OK to Certify

AUGUST 10, 2023

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Clerk	S - Valley Stream #24	VACANT EXEMPT - 1 position - 41.2 Effective: 8/31/23	OK to Certify

Deputy Village Treasurer	V - East Rockaway	VACANT EXEMPT - 1 position - 41.2 Effective: 9/1/23	OK to Certify
Deputy Village Clerk	V - Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 7/4/23	OK to Certify
Secy to Bd of Trustees	V - Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 8/9/23	OK to Certify
Secy to Electrical Bd of Examiners	V - Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 8/7/23	OK to Certify
Superintendent of Public Works	V - Old Westbury	VACANT EXEMPT - 1 position - 41.2 Effective: 8/11/23	OK to Certify

It is recommended that the actions above be ratified.

Please advise.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of **AUG 30 2023**
Resolution No. _____

3 0 AUG 2023

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



**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 14, 2023
Requested by: Human Services

Recommendation:

Administrative Assistant, Bilingual (Spanish) List #60-043 announced for NC Departments, School Districts, Villages and BOCES be made comparable for Administrative Assistant List #60-030 for NC Departments, School Districts, Villages and BOCES.

Placement/EI

Approved Disapproved Other C.S.C. Meeting of 3 0 AUG 2023

Resolution No. _____

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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: August 30, 2023
Requested for: Nassau Health Care Corporation

Recommendation: Exam #64-713 Social Work Assistant I, Bilingual (Spanish) announced for Nassau County Departments and the Nassau Health Care Corporation be made a comparable list for the title of Social Work Assistant I for Nassau County Departments and the Nassau Health Care Corporation based on rule 16 (1) of the Civil Service Rules of the Nassau County Civil Service Commission. Nassau Health Care Corporation is requesting a list of eligible candidates, and this is the only active list remaining for this title.

Approved Disapproved Other C.S.C. Meeting of 30 AUG 2023
Resolution No. _____

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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: August 16, 2023

Requested by: Department of Information Systems

Recommendation:

Assistant to Director of Information Systems, NCMC (NHCC) List #67-642 announced for the Nassau Health Care Corporation, be made comparable for Assistant to Director for Information Systems requested by the Department of Information Technology.

Placement/ET

Approved Disapproved Other C.S.C. Meeting of 30 AUG 2023

Resolution No. _____

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REQUEST TO MAKE LIST COMPARABLE

Date Submitted: August 16, 2023
Requested by: Department of Shared Services

Recommendation:

Buyer, NHCC List #66-475 announced for the Nassau Health Care Corporation, be made comparable for Buyer List #65-621 announced for Nassau County Departments, School Districts, BOCES, Towns of North Hempstead and Oyster Bay, Villages and Nassau Health Care Corporation.

Placement/ET

Approved Disapproved Other C.S.C. Meeting of 30 AUG 2023

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NUMBER: 7

TO: Civil Service Commission
FROM: Examinations *JH*
DATE SUBMITTED: August 30, 2023
SUBJECT: Examination No. 3003DP Physical Therapist II

Review of score calculation for examination 3003DP Physical Therapist II.

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 30 AUG 2023
Date

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO: 8

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: August 30, 2023
SUBJECT: Extension of Field Auditor II list #64-007
Established July 12, 2022, for the Office of the Nassau County Comptroller

A new list for Field Auditor II has been established.

The purpose of this commission action is to ask the commission to allow the current list to remain in effect until the end of its four years (July 11, 2026) or until it is exhausted because it was only canvassed once, and six candidates remain.

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 30 AUG 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO: 9

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: August 30, 2023
SUBJECT: Extension of Patient Accounts Supervisor list #65-823
Established August 12, 2022, for the Nassau Health Care Corporation

A new list for Patient Accounts Supervisor has been established.

The sole candidate on the new list was the provisional and was appointed on 8/14/2023. The purpose of this commission action is to ask the commission to allow the current list to remain in effect until the end of its four years (August 11, 2026) or until it is exhausted.

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 30 AUG 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO: 10

TO: Civil Service Commission
FROM: Placement
DATE SUBMITTED: August 30, 2023
SUBJECT: Extension of School Lunch Manager #68-536
Established December 1, 2020, for the Nassau County Schools and BOCES

A new list for School Lunch Manager has been established.

The purpose of this commission action is to ask the commission to allow the current list to remain in effect until Carle Place School has completed the appointment of a candidate on the list.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list remain in existence until September 1, 2023.

Please advise.

Placement KS

Approved Disapproved Other
As submitted As submitted

C.S.C. Meeting of 30 AUG 2023
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO.: 11

TO : **Civil Service Commission**

FROM : **Classification**

DATE SUBMITTED: **August 18, 2023**

SUBJECT : **Review of New Non-Competitive PJC Positions Summary**

POSITION	JURISDICTION
Intelligence Analyst -1 position	C - Police
Neurodiagnostic Technician – 1 position	SD - NHCC

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 30 AUG 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO.: 12

TO : **Civil Service Commission**

FROM : **Classification**

DATE SUBMITTED: **August 23, 2023**

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

<u>TITLE</u>	<u>JURISDICTION</u>
Assistant to Director of Information Systems	County

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of 30 AUG 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO.: 13

TO : **Civil Service Commission**

FROM : **Classification**

DATE SUBMITTED: **August 21, 2023**

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

TITLE	JURISDICTION
Database Specialist I – 1 position	School – West Hempstead
Human Resources Analyst Trainee, NHCC – 2 positions	Special Districts, NHCC
Mental Health Counselor III - 1 position	Special Districts, NHCC

Approved
as submitted

Disapproved
as submitted

Other

C.S.C. Meeting of 30 AUG 2023
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO.: 14

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : August 23, 2023
SUBJECT : **Review of New Non-Competitive PJC Titles with Specifications Summary**

<u>POSITION</u>	<u>JURISDICTION</u>
Maintenance HVAC Technician Effective – 8/18/23 – 1 position	County – Public Works
Maintenance Lead HVAC Technician Effective – 8/18/23 – 1 position	County – Public Works
Maintenance HVAC Technician Supervisor Effective – 8/18/23 – 1 position	County – Public Works

Approved as submitted Disapproved as submitted Other C.S.C. Meeting of 30 AUG 2023
DATE
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NUMBER: 15

TO: Civil Service Commission
FROM: Administration Division
DATE SUBMITTED: August 30, 2023
SUBJECT: **RATIFICATION APPROVAL**

The Commission reviewed the following Revised Specification and Vacant Exempt and resolved the following:

<u>TITLE</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Assistant Administrator, Fire and Police Emergency Services Academy	REVISED SPECIFICATION (COUNTY)	OK	8/16/23
Fire Marshal Trainee	REVISED SPECIFICATION (COUNTY)	OK	8/16/23
Deputy County Clerk	VACANT EXEMPT - 1 position - 41.2 Effective: 8/1/23	OK	8/15/23

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

Please advise.

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of 30 AUG 2023

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: 30 AUG 2023

ITEM NO.: 16

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : August 16, 2023
SUBJECT : Review of Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Buyer Trainee	County
Database Specialist I	County
Training Specialist I	County
Supervisor of District Printing	Schools
Sewage Plant Operator Trainee	Special Districts
Director of Environmental Services	Special Districts - NHCC
Sewage Plant Operator Trainee	Villages

Approved as submitted Disapproved as submitted Other

C.S.C. Meeting of 30 AUG 2023
DATE

Resolution No. _____