



MEETING OF
August 30, 2023

The Nassau County Civil Service Commission met this date at 10:30 a.m. in the Office of the Commission, 40 Main Street, Hempstead, Nassau County, New York.

PRESENT: Carnell T. Foskey, Chairman
 Michael M. DeLuca, Commissioner
 Steven R. Markowitz, Commissioner
 Angela Grasso, Director of Administration
 Ralph Misiti, Personnel Specialist IV

Moved by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried approving the minutes of the previous meeting with any necessary corrections.

129/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS per Resolution No. e-128/2023 amending Resolution No. 087/2022, 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 general session minutes, and

WHEREAS Nassau County Civil Service Commission Staff have made the following determinations on July 26, 2023 and August 10, 2023, and

RESOLVED, That the Commission has studied, evaluated and ratified the following actions made by Civil Service Staff's actions:

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
Secretary to Bd of Trustees	V - Floral Park	VACANT EXEMPT - 1 position - 41.2 Effective: 8/9/23	OK to Certify
Secretary 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

130/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Human Services for certification of eligible names for the title of Administrative Assistant, and

WHEREAS there is no eligible list in existence at this time for the Nassau County Department of Human Services but there is a list, Administrative Assistant, Bilingual (Spanish) established for Nassau County Departments, School Districts, Villages and Board of Cooperative Educational Services, and

WHEREAS the specifications are comparable,

RESOLVED, That eligible list No. 60-043 Administrative Assistant, Bilingual (Spanish) be forward to the Nassau County Department of Human Services to fill the position of Administrative Assistant in conformance with Rule 16(1) of the Rules of this Commission.

131/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for certification of eligible names for the title of Social Work Assistant I, and

WHEREAS there is no eligible list in existence at this time for the Nassau Health Care Corporation but there is a list, Social Work Assistant I, Bilingual (Spanish) established for Nassau County Departments and Nassau Health Care Corporation, and

WHEREAS the specifications are comparable,

RESOLVED, That eligible list No. 64-713 Social Work Assistant I, Bilingual (Spanish) be forwarded to the Nassau County Department of Human Services to fill the position of Social Work Assistant I in conformance with Rule 16(1) of the Rules of this Commission.

132/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Information Technology for certification of eligible names for the title of Assistant to Director of Information Systems, and

WHEREAS there is no eligible list in existence at this time for the Nassau County Department of Information Technology but there is a list, Assistant to Director of Information Systems, NCMC established for the Nassau Health Care Corporation, and

WHEREAS the specifications are comparable,

RESOLVED, That eligible list No. 67-642 Assistant to Director of Information Systems, NHCC be forward to the Nassau County Department of Information Technology to fill the position of Assistant to Director of Information Systems in conformance with Rule 16(1) of the Rules of this Commission.

133/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Shared Services for certification of eligible names for the title of Buyer, and

WHEREAS there Nassau County Department of Shared Services has canvassed and exhausted Buyer list No. 65-621 established for Nassau County Departments, School Districts, Villages, Board of Cooperative Educational Services, Towns of North Hempstead and Oyster Bay, and Nassau Health Care Corporation, but there is a list, Buyer, NHCC established for Nassau County Departments and Nassau Health Care Corporation, and

WHEREAS the specifications are comparable,

RESOLVED, That eligible list No. 66-475 Buyer, NHCC be forward to the Nassau County Department of Shared Services to fill the position of Buyer in conformance with Rule 16(1) of the Rules of this Commission.

134/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS the Nassau County Civil Service Commission reviewed the calculation of the scores for examination 3003DP Physical Therapist II, Nassau Health Care Corporation, and determined an error occurred in the calculation of the scores, and

WHEREAS in accordance with Nassau County Civil Service Rule XIII (7)(C), the Commission may correct any computational error, and

WHEREAS pursuant to Nassau County Civil Service Rule XV (9) the Commission shall have the power in its discretion to remedy any errors or injustice done and certify a new list, and

WHEREAS all candidates have been notified in accordance with Nassau County Civil Service Rule XV(9),

RESOLVED, That Physical Therapist II list No. 3003DP be revoked, computational error be corrected and a new list be established.

135/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 64-007 Field Auditor II, Nassau County Office of the County Comptroller was established on July 12, 2022, and

WHEREAS a new list for this title has just been established, and

WHEREAS there are six candidates remaining on the subject list and it was only canvassed once,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 64-007 Field Auditor II, remain in effect until the end of its four years or until it is exhausted.

136/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 65-823 Patient Accounts Supervisor, Nassau Health Care Corporation was established on August 12, 2022, and

WHEREAS a new list for this title has just been established, and

WHEREAS the only candidate on the new list was provisional and appointed on August 14, 2023,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 65-823 Patient Accounts Supervisor, remain in effect until the end of its four years or until it is exhausted.

137/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 68-536 School Lunch Manager, Nassau County Schools and Board of Cooperative Educational Services was established on December 1, 2020, and

WHEREAS a new list for this title has just been established, and

WHEREAS Carle Place Schools is completing an appointment of a candidate,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 68-536 School Lunch Manager, remain in effect until September 1, 2023.

138/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Police Department for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate civil service title for the position is Intelligence Analyst, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class limited to forty positions in the Nassau County Police Department.

139/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate civil service title for the position is Neurodiagnostic Technician, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class for an unlimited number of positions in the Nassau Health Care Corporation, effective June 8, 2023.

140/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the new specification for the title of Assistant to Director of Information Systems as submitted, be approved as the specification for the said position in the County Service.

141/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Police Department for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Grants Technician II, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the County Service.

142/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the West Hempstead Public Schools for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Database Specialist I, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the School District Service.

143/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Human Resources Analyst Trainee, NHCC, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation.

144/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau Health Care Corporation for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Mental Health Counselor III, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation.

145/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Correctional Center for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Correctional Center Fleet Services Supervisor, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class for one position in the Nassau County Correctional Center.

146/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Public Works for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Maintenance HVAC Technician, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class for an unlimited number of positions in the Nassau County Department of Public Works, effective August 18, 2023.

147/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Public Works for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Maintenance Lead HVAC Technician, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class for an unlimited number of positions in the Nassau County Department of Public Works, effective August 18, 2023.

148/2023 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Commission has received a request from the Nassau County Department of Public Works for classification of a new position together with a statement of duties of the proposed new position,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the position is Maintenance HVAC Technician Supervisor, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position, and be it further

RESOLVED, That subject to the approval of the State Civil Service Commission said position be placed in the Non-Competitive Class for an unlimited number of positions in the Nassau County Department of Public Works, effective August 18, 2023.

149/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the Commission has studied, evaluated and ratified their action of approval on the following three items:

<u>TITLE</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Assistant Administrator, Fire and Police Emergency Services Academy	REVISED SPECIFICATION (COUNTY)	OK	8/16/2023
Fire Marshal Trainee	REVISED SPECIFICATION (COUNTY)	OK	8/16/2023
Deputy County Clerk	VACANT EXEMPT - 1 position - 41.2 Effective: 8/1/23	OK	8/15/2023

150/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Buyer Trainee as submitted, be approved as the specification for the said position in the County Service.

151/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Database Specialist I as submitted, be approved as the specification for the said position in the County Service.

152/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Training Specialist I as submitted, be approved as the specification for the said position in the County Service.

153/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Supervisor of District Printing as submitted, be approved as the specification for the said position in the School District Service.

154/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Sewage Plant Operator Trainee as submitted, be approved as the specification for the said position in the Special District Service.

155/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Director of Environmental Services as submitted, be approved as the specification for the said position in the Special District Service for the Nassau Health Care Corporation only.

156/2023 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Sewage Plant Operator Trainee as submitted, be approved as the specification for the said position in the Village Service.

157/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Deputy County Attorney in the Nassau County Office of the County Attorney, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective July 26, 2023.

158/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Director, Medical Center Purchasing in the Nassau Health Care Corporation, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, July 7, 2023.

159/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Assistant Town Attorney in the Town of Oyster Bay, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, August 1, 2023.

160/2023 -- A motion was made by Commissioner Foskey, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Deputy Town Clerk in the Town of North Hempstead, and

WHEREAS the Commission has studied and evaluated such position,

RESOLVED, That the Commission determines that such position as now constituted is properly classified in the Exempt Class in accordance with Section 41.2 of the Civil Service Law, effective July 28, 2023.

There being no further business, the Commission adjourned to go into Executive Session.

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