



MEETING OF

June 19, 2025

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

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

075/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Civil Service Commission of the County of Nassau, duly held a public hearing on June 19, 2025, of which is annexed hereto and made a part of this resolution,

RESOLVED, That this resolution be forwarded to the Civil Service Commission of the State of New York for their review and determination:

RULE XVI
CERTIFICATIONS AND APPOINTMENTS

1. The Commission shall determine the eligible list most nearly appropriate for the position to be filled, and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of an eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final rating as such eligible shall likewise be included in such certification. The application of an eligible who is being considered for appointment may be shown to the appointing officer; provided, however, that all reference therein to the candidate's national origin or the basis of citizenship shall be concealed; in addition to providing that it does not violate the laws against discrimination.
2. A certification issued by the Commission to an appointing officer shall be valid for a period of 60 days from the date of its issuance. After the expiration of such 60- day period no appointment shall be made except from a new certification.
3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his willingness to accept such appointment within seven working days after the mailing of such canvass or offer, or before the end of the next succeeding working day if such canvass or offer is sent to him by telegram, he may be considered ineligible for purposes of making selection for such particular appointment.
4. When an eligible from a list is canvassed in writing for an appointment and is reported to the Nassau County Civil Service Commission as failing to respond to such canvass in writing within seven working days after the mailing of such canvass, upon the accumulation of more than two no-responses, his/her name will be removed from the eligible list.
5. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons:

- (a) Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
- (b) Location of employment;
- (c) Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing. The Commission shall enter upon the eligible list the reasons for its action in such cases.

6. Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles appear on the eligible list as provided in Rule XV.

7. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Commission one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he has already qualified in an examination of equivalent character within the last four years from the date of nomination.

8. Wherever one or more eligibles shall have declined any appointment offered and an eligible, whose relative standing is lower and who was reachable on the certification only because of the aforesaid declination, shall have been appointed to the position, the salary or compensation of such appointee shall not be increased, except by a service or a class wide increase, within a period of six months after his appointment beyond that offered to the persons so declining.

ADD:

9. Nomination and Administration of Qualified Incumbent Examinations for NY HELP Appointees

The Commission may administer a qualified incumbent examination (QIE) for any position in any title which has been included in the NY HELP program.

(A) Eligibility

An appointing officer shall nominate eligible employees to participate in a QIE. Such QIE may be offered only to incumbents who are currently serving in a designated NY HELP title and have served a minimum of six months in such position.

(B) Frequency of Examination

Such QIEs may be held at such intervals as prescribed by the Commission, including continuous recruitment. Names of successful candidates shall be interfiled on a continuing eligible list for each title as prescribed by section 57 of the Civil Service Law.

(C) Content and Scoring of the QIE

Such examination shall consist of a review of the qualifying service of the nominee. All passing candidates shall be assigned an identical earned numerical rating and shall be deemed equally reachable for permanent competitive appointment from the eligible list resulting from the QIE. No seniority credits shall be awarded to the final earned rating of any candidate.

(D) Appointments from the QIE

All incumbents whose names are included on an eligible list created from a QIE must be appointed from such QIE within two months following the addition of their names on the eligible list. All individuals appointed from an eligible list created from a QIE shall obtain a permanent appointment in the competitive jurisdictional class. Such appointment shall not alter or re-set any required period of probation imposed upon the appointee upon original appointment through the NY HELP program.

(E) Expiration of Use of QIEs

No QIE may be administered to any incumbent upon the termination of the NY HELP program by the New York State Civil Service Commission and no individual may be appointed from a QIE eligible list following termination of the NY HELP program by the New York State Civil Service Commission.

(F) QIEs Not Exclusive

A holding of a QIE or the placement of the name of an incumbent on an eligible list created from a QIE shall not prevent the appointing authority from granting such incumbent a permanent competitive appointment through any other method authorized by the Civil Service Law and these Rules.

(G) Priority in Certification

(i) An eligible list created from a QIE shall have priority in certification over any open-competitive eligible list for the same title.

(ii) An eligible list created from a QIE shall not have priority in certification over any mandatory promotion eligible list for the same title.

(iii) An eligible list created from a QIE shall not have priority in certification over a duly established preferred list, nor shall the existence of such QIE prevent a transfer, reinstatement or any other lawful permanent appointment to a position filled from such eligible list.

(H) Expiration of Rule,

This rule shall expire upon the termination of the NY HELP Program by the New York State Civil Service Commission.

076/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS the Civil Service Commission of the County of Nassau, duly held a public hearing on June 19, 2025, of which is annexed hereto and made a part of this resolution,

RESOLVED, That this resolution be forwarded to the Civil Service Commission of the State of New York for their review and determinations:

COUNTY SERVICE
APPENDIX A
EXEMPT POSITIONS

IN THE DEPARTMENT OF POLICE

ADD:

Director of Cyber Security (Police Department)

IN THE OFFICE OF THE COMPTROLLER

ADD

**5 Inspectors

** Additional Positions

COUNTY SERVICE
APPENDIX B
NON-COMPETITIVE POSITIONS

IN THE COMMISSION ON HUMAN RIGHTS

ADD:

5 Administrative Interns, Temporary (Part-Time)

IN THE DEPARTMENT OF POLICE:

ADD:

**2 Intelligence Analysts

Ø Police Department Information Technology Coordinator

Psychiatric Social Worker I (Part-Time)

IN THE DEPARTMENT OF PUBLIC WORKS

ADD:

2 Motor Vehicle Dispatch Supervisors

IN THE DEPARTMENT OF SOCIAL SERVICES

ADD:

Ø Assistant to The Commissioner of Social Services for Fiscal Policy

Child Protection Investigators (Part-Time)

Child Support Investigators I (HELP Program)

IN THE DEPARTMENT OF THE SHERIFF

ADD:

Correctional Center Fleet Services Supervisor

Ø Exceptions to the County Government Law, Section 1305-a, as amended by Local Law No. 4-1968

** Additional Positions

TOWN SERVICE
APPENDIX B
NON-COMPETITIVE POSITIONS

IN THE TOWN OF OYSTER BAY

ADD:

Deputy Superintendent of Highways

IN THE TOWN OF NORTH HEMPSTEAD

ADD:

Deputy Superintendent of Highways

VILLAGE SERVICE
APPENDIX B
NON-COMPETITIVE POSITIONS

UNLIMITED IN EACH VILLAGE UNLESS OTHERWISE SPECIFIED

ADD:

Geographic Information System Specialists
Geographic Information System Specialist Trainees

IN THE VILLAGE OF EAST WILLISTON

ADD:

Senior Citizen Program Development Specialist (Part-Time)

IN THE VILLAGE OF GREAT NECK ESTATES

ADD:

6 Police Communications Operators (Part-Time)

IN THE VILLAGE OF LYNBROOK

ADD:

**5 Neighborhood Aides (Part-Time)

IN THE VILLAGE OF OLD WESTBURY

ADD:

*Police Communications Operator (Part-Time, Substitute)

IN THE VILLAGE OF ROCKVILLE CENTRE

ADD:

**3 Senior Citizen Program Development Aides

* Additional position

** Additional positions

SPECIAL DISTRICTS
APPENDIX B
NON-COMPETITIVE POSITIONS

IN ALL FIRE DISTRICTS

ADD:

Ambulance Medical Technicians

IN THE GREAT NECK HOUSING AUTHORITY

ADD:

Senior Maintainers

IN THE NASSAU HEALTH CARE CORPORATION

ADD:

*Building Maintenance Supervisor I
Director of Hospital Nursing Services & Education
Nurse Informaticists
3 Program Directors

* Additional position

ADD:

IN THE UNIONDALE FIRE DISTRICT

*Fire Instructor (Part-Time)

* Additional position

VILLAGE SERVICE
APPENDIX C
UNCLASSIFIED SERVICE

ADD:

IN THE VILLAGE OF PORT WASHINGTON NORTH:

Research Assistant to the Board of Trustees

077/2025 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS per Resolutions No. 128/2023 and No. 019/2025 amending Resolution No. 087/2022 and Resolution No. 019/2024, 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 general session minutes, and

WHEREAS the Nassau County Civil Service Commission Staff has made the following determinations on June 05, 2025,

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

June 05, 2025

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
School District Treasurer	Floral Park-Bellerose UFSD	VACANT EXEMPT 1 position - 41.2 Effective: 08/15/2025	OK to Certify
Village Auditor	Village of Hempstead	VACANT EXEMPT 1 position - 41.2 Effective: 05/30/2025	OK to Certify
Clerk-Typist I, Bilingual (Mandarin) / Typist-Clerk, Bilingual (Mandarin)	Nassau Health Care Corp.	Certify appropriate list # 40402024	OK to Certify

078/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 3014DP Clerk-Typist II, Nassau Community College was established on May 10, 2024, and

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

WHEREAS the Nassau Community College has requested the existing list remain in effect,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 3014DP Clerk-Typist II, remain in existence until the end of its four years or until it is exhausted.

079/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 67-307 Senior Account Clerk, Nassau County School Districts, School District Libraries, Board of Cooperative Educational Services, Villages and Special Districts was established on August 12, 2022, and

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

WHEREAS Bellmore Library and Plainedge UFSD are in the process of completing their canvass,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 67-307 Senior Account Clerk, remain in existence until the outstanding certifications have been returned.

080/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS lists No. 2036DP and 3015DP Senior Typist Clerk, Bellmore-Merrick School, Bethpage School, Freeport School, Great Neck School, Levittown School, Wantagh School, and Garden City School were established on May 10, 2024, and

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

WHEREAS the following schools have requested the current lists remain in effect: Bellmore-Merrick, Bethpage, Freeport, Garden City, Great Neck, Levittown, and Wantagh,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, lists No.2036DP, 1011DP and 3015DP Senior Typist Clerk, remain in existence until the end of their four years or until they are exhausted.

081/2025 -- A motion was made by Commissioner Markowitz, seconded by Commissioner DeLuca and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Executive Director of the Nassau County Medical Center 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, effective June 17, 2025.

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