

Action	County	State	Title	Department
May 19, 2022				
1. *MINUTES OF PREVIOUS MEETING				
2. DELEGATION RATIFICATION			Delegated Items	Various
3. EXT OF CURRENT LIST	7005		Police Service Aide Trainee	C - Police
4. EXT OF CURRENT LIST	78-799		Special Invest III, County Attorney	C - County Attorney
5. EXT OF CURRENT LIST	8 Lists		Sr. Typist-Clerk	S - Levittown, Isld Trees, Mineola, Pt Wash, W. Hemp, Freeport, Grt Nck &
6. NEW POSITION			Admin Intern, Temp (PT)	V - Farmingdale
7. NEW TITLE			Deputy Commissioner of Sanitation	T - OB
8. NEW TITLE			Commissioner of Sanitation	T - OB
9. NEW TITLE			Medical Scribe	D - NHCC
10. RATIFICATION			List of Actions	Various
11. REVISED SPEC			Various	Various

Action	County	State	Title	Department	Remarks
12. VACANT EXEMPT			2 Titles	C - County & T - NH	41.2

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NUMBER: 2

TO: Civil Service Commission
FROM: Administration Unit
DATE SUBMITTED: May 19, 2022
SUBJECT: GENERAL DELEGATION RATIFICATIONS

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 executive session minutes.

The Executive Director has made the following decisions on April 28th and May 11th, 2022:

APRIL 28, 2022

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>ACTION</u>	<u>DECISION</u>
Administrative Intern, Temp (PT)	L - Peninsula	NEW TITLE - 2 positions - non-comp PJC - Effective 4/18/22	Ok to certify
Secretary to Assessment Review Commission	C - Assessment Review Comm	VACANT EXEMPT - 1 position - 41.2 - Effective 4/8/22	OK to certify
School District Treasurer	S - Wantagh	VACANT EXEMPT - 1 position - 41.2 - Effective 4/6/22	Ok to certify
Deputy Village Clerk	V - New Hyde Park	VACANT EXEMPT - 1 position - 41.2 - Effective 4/23/22	Ok to certify
Deputy Village Clerk	V - Plandome Heights	VACANT EXEMPT - 1 position - 41.2 - Effective 4/8/22	Ok to certify
Deputy Village Clerk	V - Sea Cliff	VACANT EXEMPT - 1 position - 41.2 - Effective 5/16/22	Ok to certify
Deputy Village Treasurer	V - New Hyde Park	VACANT EXEMPT - 1 position - 41.2 - Effective 4/23/22	Ok to certify

Superintendent of Public
Works

V - Farmingdale

**VACANT EXEMPT - 1
position - 41.2 - Effective
4/4/22**

Ok to certify

MAY 11, 2022

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>ACTION</u>	<u>DECISION</u>
Deputy Village Assessor	V - East Hills	VACANT EXEMPT - 1 position - 41.2 - Effective 5/2/22	OK to certify
Deputy Village Treasurer	V - East Hills	VACANT EXEMPT - 1 position - 41.2 - Effective 5/31/22	OK to certify
Deputy Village Clerk- Treasurer	V - Stewart Manor	VACANT EXEMPT - 1 position - 41.2 - Effective 5/5/22	OK to certify

It is recommended that the Executive Director's actions be ratified.

Please advise.

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO: 3

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: April 14, 2022

SUBJECT: Extension of current list after new list is established.
Police Service Aide Trainee #7005
Established 07/06/2018 for Nassau County Police Department

There is still has a small number of candidates remaining on the subject list. The Police Department has indicated they wish to continue canvassing the remaining candidates.

Section 56 paragraph 1 of Civil Service Law states:

"An eligible list that has been in existence for one year or more shall terminate upon the establishment of an appropriate new list, unless otherwise prescribed by the state civil service department or municipal commission having jurisdiction."

Therefore, in accordance with Section 56 paragraph 1, we are asking the current list be allowed to remain in existence.

Please advise.

Placement KS

() Approved () Disapproved () Other
As submitted As submitted

C.S.C. Meeting of MAY 19 2022
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO: 4

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: May 19, 2022

SUBJECT: Extension of current list after new list is established.
Special Investigator III, County Attorney List #78-799
Established 11/29/2018 for the Office of the County Attorney, Nassau County

A new promotion list for the subject title has been established. There are three candidates remaining on the subject list and the County Attorney has indicated they wish to continue canvassing the remaining candidates.

Therefore, in accordance with Section 56 paragraph 1, we are asking that the current list be allowed to remain in existence.

Please advise.

Placement KS

() Approved () Disapproved () Other
As submitted As submitted

C.S.C. Meeting of MAY 19 2022
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO: 5

TO: Civil Service Commission

FROM: Placement

DATE SUBMITTED: May 19, 2022

SUBJECT: Extension of current Senior Typist Clerk promotion lists after new lists have been established.

New promotion lists for the subject title have just been established for several school districts. As there are candidates still available on the older lists, the mentioned agencies have requested that the Commission allow these lists remain in existence after the establishment of a new list.

Levittown UFSD #9038
Island Trees UFSD #9038
Mineola UFSD #9038
Port Washington UFSD #9038
West Hempstead #9038

Freeport UFSD #8035
Great Neck UFSD #8048
Seaford UFSD #8005

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 MAY 19 2022
Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 60

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: 05/11/2022

SUBJECT : Request for Classification of New Position

The Village of Farmingdale has requested the classification of 1 additional position of Administrative Intern, Temporary (Part-Time) in the noncompetitive class. The Village of Farmingdale had previously requested a noncompetitive position that was approved by the Nassau County Civil Service Commission and is pending jurisdictional classification by New York State.

Classification recommends that this position be classified as Administrative Intern, Temporary (Part Time), and, subject to the approval of the State Civil Service Commission, 2 positions be placed in the noncompetitive class in the Village of Farmingdale.

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C.

Meeting of: MAY 19 2022

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 7

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: May 10, 2022
SUBJECT : Request for Certification of New Title

The Town of Oyster Bay passed a resolution creating the Department of Sanitation and has requested the classification of two new positions. These positions will act for and in place of the Commissioner in administering and managing the functions of the Sanitation Department.

Classification recommends that these positions be certified with the new, Exempt title of Deputy Commissioner of Sanitation, pending jurisdictional classification.

The title will be submitted to the next public hearing for approval of two positions in the Exempt jurisdictional class for the Town of Oyster Bay.

☐ Approved
as submitted

☐ Disapproved
as submitted

☐ Other

C.S.C.

Meeting of: MAY 19 2022

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 8

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED: May 10, 2022
SUBJECT : Request for Certification of New Title

The Town of Oyster Bay passed a resolution creating the Department of Sanitation and has requested the classification of one new position. This position will plan, direct, and coordinate the functions of the Sanitation Department.

Classification recommends that this position be certified in the Unclassified title of Commissioner of Sanitation, pending jurisdictional classification.

The title will be submitted to the next public hearing for approval of one position in the Unclassified jurisdictional class for the Town of Oyster Bay.

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C.

Meeting of: MAY 19 2022

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 9

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED: 5/11/2022

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 medical scribe.

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

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C.
Meeting of: MAY 19 2022
DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: **MAY 19 2022**

ITEM NUMBER: 10

TO: Civil Service Commission

FROM: Administration Division

DATE SUBMITTED: May 19, 2022

SUBJECT: **RATIFICATION APPROVAL**

The Commission reviewed the below requests and resolved the following:

<u>TITLE</u>	<u>ACTION</u>	<u>DECISION</u>	<u>DATE</u>
Deputy Commissioner of Planning	VACANT EXEMPT - 1 position Effective April 19, 2022	APPROVED	4/20/22
Asst District Attorney	VACANT EXEMPT – 10 position Effective May 2, 2022	APPROVED	5/2/22
Photographic Spec. III	NEW POSITION Non-Comp PJC	APPROVED	5/13/22

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

Please advise.

☐ Approved
as submitted

☐ Disapproved
as submitted

☐ Other

C.S.C. Meeting of **MAY 19 2022**

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 11

TO : Civil Service Commission
FROM : Classification
DATE SUBMITTED : May 19, 2022
SUBJECT : Revised Class Specifications Summary

<u>TITLE</u>	<u>JURISDICTION</u>
Hospital Services Apprentice	SD - NHCC
Pharmacy Technician I	SD - NHCC
Pharmacy Technician II	SD - NHCC
Pharmacy Technician III	SD - NHCC
Superintendent of Water Authority or District	SD
Water Plant Operator	SD
Water Plant Operator	V

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C. Meeting of

MAY 19 2022

DATE

Resolution No. _____

NASSAU COUNTY CIVIL SERVICE COMMISSION

CALENDAR OF: MAY 19 2022

ITEM NO.: 12

TO : Civil Service Commission

FROM : Classification

DATE SUBMITTED : May 19, 2022

SUBJECT : Review of Vacant Exempt Positions Summary

[illegible]

Civil Service Law § 41.2

() Approved
as submitted

() Disapproved
as submitted

() Other

C.S.C. Meeting of MAY 19 2022

DATE _____

Resolution No.