



MEETING OF

January 29, 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: Carnell T. Foskey, Chairman

 Michael M. DeLuca, Commissioner

 Steven R. Markowitz, Commissioner

 Angela Grasso, Director of Administration

 Ralph Misiti, Personnel Specialist IV

 Michelle Hertz, Personnel Specialist IV

 Jeffrey Hackett, Special Assistant, Civil Service Commission

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

001/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS per Resolution No.128/2023 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 January 3, 2025 and January 22, 2025,

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

January 03, 2025

TITLE	AGENCY	ACTION	DECISION
Superintendent of Building Department (Vlg.)	Vlg. of East Rockaway	VACANT EXEMPT 1 position - 41.2 Effective: 12/28/2024	OK to Certify
Admissions Officer I / Admission Officer I, Bilingual (Spanish)	Nassau Health Care Corporation	Certify appropriate lists # 3006D & 4003D	OK to Certify

January 22, 2025

<u>TITLE</u>	<u>AGENCY</u>	<u>ACTION</u>	<u>DECISION</u>
Deputy Village Clerk-Treasurer	Vlg. of Cedarhurst	VACANT EXEMPT 1 position - 41.2 Effective: 04/25/2025	OK to Certify
School District Treasurer	Elmont PS	VACANT EXEMPT 1 position - 41.2 Effective: 01/19/2025	OK to Certify
Secretary to Board of Trustees	Vlg. of Cedarhurst	VACANT EXEMPT 1 position - 41.2 Effective: 01/14/2025	OK to Certify
School District Auditor	Hempstead PS	VACANT EXEMPT 1 position - 41.2 Effective: 01/10/2025	OK to Certify
Executive Secretary	North Hempstead Housing Authority	VACANT EXEMPT 1 position - 41.2 Effective: 01/14/2025	OK to Certify
Secretary to Board of Trustees	Vlg. of Great Neck Plaza	VACANT EXEMPT 1 position - 41.2 Effective: 01/25/2025	OK to Certify
Treasurer	New Hyde Park FD	VACANT EXEMPT 1 position - 41.2 Effective: 01/21/2025	OK to Certify
Payroll Supervisor	The City of Glen Cove Civil Service	Certify appropriate list # 85-861	OK to Certify
Clerk to Village Justice	Vlg. of Stewart Manor	VACANT EXEMPT 1 position - 41.2 Effective: 01/29/2025	OK to Certify
Deputy Village Clerk-Treasurer	Vlg. of Stewart Manor	VACANT EXEMPT 1 position - 41.2 Effective: 01/29/2025	OK to Certify
Secretary	Massapequa Water District	VACANT EXEMPT 1 position - 41.2 Effective: 12/31/2024	OK to Certify
Treasurer	Carle Place Water District	VACANT EXEMPT 1 position - 41.2 Effective: 01/06/2025	OK to Certify

002/2025 -- A motion was made by Commissioner DeLuca, 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 item:

TITLE/EXAM	ACTION	DECISION	DATE
Deputy County Clerk C-County Clerk	Vacant Exempt 1 position- 41.2 Effective 12/30/24	Approved	12/30/2024
Undersheriff C-Sheriff Dept.	Vacant Exempt 1 position- 41.2 Effective 1/8/2025	Approved	1/9/2025
Deputy Commissioner of Shared Services C- Shared Services	Vacant Exempt 1 position- 41.2 Effective 1/7/2025	Approved	1/10/2025
Secretary to Commissioner of Information Technology C- IT	Vacant Exempt 1 position- 41.2	Approved	1/27/2025

003/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS list No. 61-021 Correction Officer, Nassau County Department of Correction was established on November 25, 2024, and

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

WHEREAS the Nassau County Department of Correction is continuing to canvass the existing list,

RESOLVED, That in accordance with Section 56 Paragraph I of Civil Service Law, List No. 61-021 Correction Officer, remain in existence until the end of its four years or until it is exhausted.

004/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS at its meeting of September 15, 2021, the New York State Civil Service Commission disapproved the request to place the Director of Hospital Nursing Services and Education in the Exempt class, and

WHEREAS the Nassau Health Care Corporation has requested the classification of one Director of Hospital Nursing Services and Education in the Non-Competitive Class, pending jurisdictional classification, and

WHEREAS it is recommended that this position be certified as Non-Competitive, pending jurisdictional classification,

RESOLVED, It is further recommended that, subject to the approval of the New York State Civil Service Commission, said position be placed in the rules of this Commission in the Non-Competitive Class under Appendix B in the Special District Service for the Nassau Health Care Corporation for one position, and that an appropriate specification be prepared for this position.

005/2025 -- 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 Commission on Human Rights for classification of five new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate civil service title for these positions is Administrative Intern Temp, P-T, and be it further

RESOLVED, That subject to the approval of the State Department of Civil Service said positions be placed in the Non-Competitive Class limited to five positions under Appendix B in the Commission on Human Rights, effective January 14, 2025.

006/2025 -- 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 Nassau County Office of the County Comptroller for classification of five new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate civil service title for these positions is Inspector, and be it further

RESOLVED, That subject to the approval of the State Department of Civil Service said positions be placed in the Exempt Class, in accordance with Section 41.1 of the Civil Service Law limited to thirteen positions under Appendix A in the Nassau County Office of the County Comptroller, effective January 10, 2025.

007/2025 -- 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 Commission on Human Rights for classification of twenty-five new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate civil service title for these positions is Summer Aide, Seasonal, and be it further

RESOLVED, That subject to the approval of the State Department of Civil Service said positions be placed in the Unclassified Service for an unlimited number of positions under Appendix C in the Commission on Human Rights, effective May 1, 2025.

008/2025 -- 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 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 this position is Deputy Director of Hospital Nursing Services & Education, and be it further

RESOLVED, That subject to the approval of the State Department of Civil Service said position be placed in the Non-Competitive Class limited to one position under Appendix B in the Nassau Health Care Corporation, effective January 3, 2025.

009/2025 -- 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 Board of Cooperative Educational Services for classification of two new positions together with a statement of duties of the proposed new positions,

RESOLVED, That the Commission certifies that the appropriate new civil service title for the positions is Creative Arts Therapist, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said positions in the Board of Cooperative Educational Services.

010/2025 -- 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 Nassau County Office of the County Comptroller 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 Financial Systems Administrator, Comptroller, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the Nassau County Office of the County Comptroller, effective January 29, 2025.

011/2025 -- 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 Nassau County Office of the County Comptroller 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 Financial Systems Specialist, Comptroller, and be it further

RESOLVED, That the tentative specification as submitted, be approved as the specification for the said position in the Nassau County Office of the County Comptroller, effective January 29, 2025.

012/2025 -- 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 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 new title for the position is Director of Cybersecurity, and be it further

RESOLVED, That subject to the approval of the State Department of Civil Service said position be placed in the Exempt class in accordance with Section 41.1 of the Civil Service Law limited to one position under Appendix A in the Nassau County Police Department, effective January 29, 2025.

013/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

RESOLVED, That the revised specification for the title of Financial Systems Advisor, Comptroller as submitted, be approved as the specification for the said position in the County Service.

014/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Inspector, Nassau County Office of the County Comptroller, 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 December 16, 2024.

015/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Special Assistant for Community Relations, Nassau County Commission on Human Rights, 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 January 14, 2025.

016/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Secretary and Chief Examiner, Nassau County Civil Service Commission, 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 January 29, 2025.

017/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS a vacancy has occurred in the position of Administrative Assistant to Town Board, 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 January 10, 2025.

018/2025 -- 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 December 8, 2022, and submitted the revisions to the Appendices to the Rules, Appendix B Non-Competitive Positions in the County Service,

RESOLVED, That the New York State Department of Civil Service, at its meeting of December 18, 2024, calendared and approved with exceptions the revisions to the Appendices to the Rules, and be it further

RESOLVED, That the New York State Civil Service Commission determinations (226/2022) be accepted.

019/2025 -- A motion was made by Commissioner DeLuca, seconded by Commissioner Markowitz and unanimously carried adopting the following resolution:

WHEREAS Resolution No. 087/2022 included in the duties the Executive Director to review and determine matters set forth in this resolution, and

WHEREAS the Executive Director is to prepare a monthly memorandum for the Commission for inclusion on its agenda for ratification of the matters set forth in this resolution, and

WHEREAS Resolution No. 128/2023 amended the duties and preparation of a monthly memorandum for this resolution to the Nassau County Civil Service staff, and

WHEREAS the Nassau County Civil Service Commission routinely approves the filling of vacant exempt positions in county agencies, towns and the Nassau Health Care Corporation when the appointing authority's requesting permission to fill vacant exempt positions has complied with New York State Civil Service Law Section 41(1) and (2) as determined by the Commission's Classification Division,

RESOLVED, That Resolution No. 087/2022 be amended to include in the duties of the Civil Service Staff the review and determination of the matters set forth above and it be included in the monthly memorandum for the Commission for inclusion on an agenda for ratification.

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