

SUMMARY

Meeting with Martha Krisel and Nassau County Civil Service Staff

**Thursday, October 10, 2019
2:00 – 3:45 pm**

PLUS ***ADDITIONAL FEEDBACK FROM NASSAU COUNTY CIVIL SERVICE*** ***Received February 4, 2020 via E-Mail***

MLD/NCLA Representative Civil Service Group Members (Ken Bellafiore (Chair), Jody Brower, Mamie Eng, James Hutter,Carolynn Matulewicz, and Trina Reed) met with Martha Krisel (Executive Director), Debbie Welt (Deputy Executive Director), Barbara Grimiger (Personnel Specialist III), and other Nassau County Civil Service staff members on Thursday, October 10, 2019.

After introductions, a variety of topics were discussed:

1) Questions concerning the Canvass Process

MLD/NCLA requested institution of an E-mail canvass procedure to expedite the canvass process, to reduce cost of canvassing for libraries, and to eliminate cost to candidates to reply to canvass letters.

Response from Civil Service – 02/04/2020
Request made to IT Department to follow-up about E-mail canvass procedures

MLD/NCLA raised the possibility of having separate P/T vs. F/T lists for all titles so if someone takes a P/T position, they will remain on the list. If a librarian takes a P/T job, he/she may request to be reinstated onto the librarian list. However, since this is not true for clerical titles, the possibility of two separate lists for Clerk-Typist was suggested to Nassau County Civil Service.

Response from Civil Service – 02/04/2020
The Civil Service Commission has no plans to establish two lists for the Clerk-Typist I title (P/T & F/T).

MLD/NCLA requested clarification on re-canvassing a list, including what the maximum time lapse between first canvass and the re-canvass, and clarification on what changes in the conditions and terms of the position trigger/require a re-canvass.

MLD/NCLA requested clarification on how long lists are valid – the understanding is a minimum of 1 year and up to 4 years. A new list usually kills an old list, but if there has been little movement on an old list and a new list was created for a particular purpose, both lists may still be used.

2) **Clerical/Librarian Title Issues**

MLD/NCLA informed Civil Service that libraries need Clerks for circulation duties, NOT Clerk-Typists. However, Civil Service reported that typing is still needed in many other county municipalities, so it is still being tested and included in the examination process. The required typing speed to pass the exam is 35 wpm.

Civil Service is planning to institute a new title shortly that will eliminate Clerk-Typist. The new title will be Office Service Assistant I and it will include typing.

*Response from Civil Service – 02/04/2020
The Office Service Assistant title is not a viable option for now.*

MLD/NCLA requested a streamlined promotional examination process, as there have been instances of promotions that have taken months. Civil Service suggested that libraries be pro-active and file for titles in advance if they are anticipating a vacancy.

Discussion about provisional promotions and how long a person can hold a provisional title.

Discussion about the promotional paths for clerical titles. There is a promotional path from Clerk-Typist (1 yr. in a library) to Senior Library Clerk, even though there is no Library Clerk title. It was noted that the Senior Library Clerk title can also be an entry-level title since someone can qualify for the position without previous library clerical experience (minimum of 2 years of office experience). NO typing is required for a Senior Library Clerk. Senior Library Clerk MAY supervise but does not have to supervise.

Discussion about substitutes for certain positions as needed. Substitutes are non-competitive positions, and substitutes have no civil service rights.

*Response from Civil Service – 02/04/2020
Civil service staff is looking into holding a forum to explain the different components of promotional exams, scoring Librarian exams, and canvassing lists. There will be an opportunity for questions and answers.*

Discussion about promotional exams for Librarian II versus open-competitive Librarian II. MLD/NCLA reiterated the need for open-competitive exams. MLD/NCLA raised the concern that making Librarian II promotional only would drastically limit career advancement opportunities for librarians.

MLD/NCLA expressed the need for a new Librarian II exam by the middle of 2020 since the Librarian II list will be expiring at the end of 2020.

*Response from Civil Service – 02/04/2020
There is no date established for the next Librarian II exam.*

3) **Library Director/Librarian I Examination Feedback**

Discussion with NCCSC staff regarding status of the New York State administered exams, including when the scoring for the Library Director examination and the promotional Librarian III exams will be finished.

Response from Civil Service – 02/04/2020

The Library Director list will be established towards the end of February.

Response from Civil Service – 02/04/2020

New names will be added to the continuous recruitment Librarian I list twice yearly.

Filing deadlines will be at the end of January and the end of July. There has been limited feedback regarding scoring of the Librarian I exam.

4) **E-Mail Transmission of Templates**

Discussion about security issues in e-mail transmission for various reports that was requested by Civil Service. MLD/NCLA questioned the inclusion of complete social security numbers without encryption. IT Department is supposed to have a work-around for this issue by setting up secure FTP transmissions. Details for these transmissions is needed.

Response from Civil Service – 02/04/2020

Request made to IT Department to follow-up about secure FTP transmissions.

Conclusion

Ken Bellafiore thanked Martha Krisel and the Nassau County Civil Service Commission staff for meeting with the MLD/NCLA Representative Group. Notes from the meeting were prepared and shared with NCCSC staff for their review and input, with a list of specific questions for some of the items discussed,

The MLD/NCLA Representative Group will be contacting Nassau County Civil Service staff for a meeting in Spring 2020 for further clarification of outstanding issues and to continue to advocate for librarians and staff.