



DuWAYNE GREGORY
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County Legislature Recognizes Outstanding Employee with Excellence Award

HAUPPAUGE, N.Y. – Suffolk County Presiding Officer DuWayne Gregory and Legislator Sarah Anker presented the Legislature’s Employee Excellence Award to Carol Clasen of Shoreham, Administrator I in the Department of Civil Service/Human Resources, at the July 25 meeting of the Suffolk County Legislature in Hauppauge.

In his nomination letter Suffolk County Personnel Director Alan Schneider writes, “Carol has risen to a level that I can truly say is excellent in every facet of her performance, personality and character. She is a wonderful asset to this department and to the county.”

Carol began her career with the Civil Service Department in 2001 as a Clerk Typist. Since then she has moved through the promotional lines to be the Administrator I in charge of the support staff of the Examinations Division, overseeing the processing of all applications for the competitive examinations that are used for hiring in the County’s 26 departments and 244 outside jurisdictions.

Her responsibilities include overseeing the staff that receives all internet and hard copy applications, maintains the associated data base created to facilitate exam administration, schedules candidates, sends out notifications of building and room assignments and responds to related public inquiries.

In addition, she processes special accommodation request from disabled candidates, notifies Veterans of any documentation needed to assure inclusion of Veteran’s credits, ensures adequate monitoring coverage at exam sites and schedules any required psychological and keyboard qualifying examinations.

“As her legislative representative, I am proud to recognize Carol for her dedication and commitment as an Administrator I in Suffolk County’s Department of Civil Service/Human Resources. Carol’s genuine personality and professional focus is greatly appreciated,” said Legislator Sarah Anker.

Presiding Officer DuWayne Gregory added, “Carol maintains statistics required for budgeting and various reports, and can be relied on to be an efficient, conscientious and cheerful presence performing a vital function in the examinations division. She is an outstanding employee in every way and a cheerful presence who performs a vital function for Suffolk County government to run smoothly. We congratulate her on a job well done.”

The Employee Excellence Award was instituted by Presiding Officer Gregory this year as a way to recognize employees who go above and beyond their duties. Nominations can be submitted to Presiding Officer Gregory’s office.



Presiding Officer DuWayne Gregory, left, Legislator Sarah Anker, right, and Suffolk County personnel Director Alan Schneider, congratulate Carol Clasen on her Employee Excellence Award at the July 25, meeting of the Suffolk County Legislature.