

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

## New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

**Forward one typed copy to this Commission.**

1. Department		Bureau, Division, Unit or Section	Location of Position
2. Description of Duties: Think of the job over a one-year period and list the major tasks or responsibilities, giving enough detail to give a clear picture of each task. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, give an estimate of the percentage of time that each duty takes in relationship to the entire job(should total 100%). Include infrequently performed duties if they are significant.			
Job Title:			
Percent of Work Time	Job Duty		
	(Attach additional sheets if more space is needed)		

<b>3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)</b>		
<u><b>Name</b></u>	<u><b>Title</b></u>	<u><b>Type of Supervision</b></u>
<b>4. Names and Titles of Persons Supervised by Employee in this position</b>		
<u><b>Name</b></u>	<u><b>Title</b></u>	<u><b>Type of Supervision</b></u>
<b>5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position</b>		
<u><b>Name</b></u>	<u><b>Title</b></u>	<u><b>Location of Position</b></u>
<b>6. What minimum qualifications do you think should be required for this position?</b>  <div style="margin-left: 40px;"> <b>Education:</b>    High School        _____ Years                           College            _____ Years, with specialization in _____                           College            _____ Years, with specialization in _____ </div>  <b>Experience: (list amount and type)</b>   <b>Essential knowledge, skills and abilities:</b>     <b>Type of license or certificate required:</b>		
<b>7. The above statements are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <span><b>Date:</b> _____</span> <span><b>Title:</b> _____</span> <span><b>Signature:</b> _____</span> </div>		

### Certificate of Personnel Officer/Civil Service Commission

<b>8. In accordance with the provisions of Civil Service Law Section 22, the Personnel Officer/Civil Service Commission certifies that the appropriate civil service title for the position described is:</b>  <div style="margin-left: 40px;"> <b>Title:</b> _____  <b>Jurisdictional Classification:</b> _____ </div>	
<b>Date:</b> _____	<b>Signature:</b> _____

### Action by Legislative Body or Other Approving Authority

<b>9. Creation of described position</b>   <div style="margin-left: 150px;"> <input type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Disapproved</b> </div>	
<b>Date:</b> _____	<b>Signature:</b> _____

**Return One Completed Copy To Personnel Officer/Civil Service Commission**