

Ulster County Personnel Department

County Office Building - 5th Floor, 244 Fair Street, PO Box 1800, Kingston, NY 12402-1800, (845) 340-3550

NEW POSITION DUTIES STATEMENT

Certification for new positions. New York State Civil Service Law, Section 22, requires that before any new positions in the service of a civil division shall be created, the proposal therefor, 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. Any such new position shall be created only with the title approved and certified by the commission.

Department head or other authority requesting the creation of a new position, must 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 two typed copies to the Ulster County Personnel Department.

1. DEPARTMENT	2. BUREAU, DIVISION, UNIT OR SECTION	3. NUMBER OF HOURS WORKED PER WEEK	4. LOCATION OF POSITION
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5. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

% OF TIME	

(Attach additional sheets if more space is needed)

6. Names and titles of persons supervising this position and type of supervision exercised (General, Direct, Administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION

7. Names and Titles of persons supervised by employee in this position and type of supervision exercised (General, Direct, Administrative, etc)..

NAME	TITLE	TYPE OF SUPERVISION

8. 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.

NAME	TITLE	LOCATION OF POSITION

9. What minimum qualifications do you think should be required for this position?

Education: High School ____ years
 College ____ years, with specialization in _____
 Other ____ years, with specialization in _____

Experience: (list amount and type)

Essential knowledges, skills and abilities:

Type of license or certificate required:

10. The above statements are accurate and complete.

Date: _____ Title: _____ Signature: _____

CERTIFICATION OF CIVIL SERVICE COMMISSION (PERSONNEL OFFICER)

11. In accordance with the provisions of Civil Service Law, Section 22, the Ulster County Personnel Officer certifies that the appropriate civil service title for the position(s) described is:

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

12. Creation of described position:

Approved Disapproved

Date: _____ Signature: _____

RETURN ONE COMPLETED COPY TO THE ULSTER COUNTY PERSONNEL DEPARTMENT