

Civil Service Law: Section 22: Certification for new positions.
 Before any new position in the service of a civil division shall be created, 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. Any such new position shall be created only with the title approved and certified by the commission.
 Effective April 1, 1959

BROOME COUNTY DEPARTMENT OF PERSONNEL

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 two typed copies.

1.	DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
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2. DESCRIPTION OF DUTIES:	Describe the work in sufficient detail to give a clear work picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties. In the left column, estimate how the total working time is divided.
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PERCENT OF WORK TIME	
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3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION

4. Names and Titles of Persons Supervised by Employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind an level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. 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 know ledges, skills, and abilities:

Type of license of certificate required:

7. The above statements are accurate and complete.

Date: Title: Signature:

8. In accordance with the provisions of Civil Service Law, Section 22, the BROOME COUNTY DEPARTMENT OF PERSONNEL certifies that the appropriate civil service title for the position described is:

Date: Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position:

- Approved
- Disapproved

Date: Signature: