

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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