



Essex County Personnel Office

7551 Court Street, PO Box 217, Elizabethtown New York 12932 (518) 873-3360

POSITION CLASSIFICATION SHORT FORM ECPO - 222

FROM: (Identify your Location)

DATE:

New York State Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of a civil division shall be created, the proposed thereof 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.

Action Request:

Reclassify Create New Abolish

Number of Positions Requested: _____

PRESENT TITLE AND SALARY GRADE

REQUESTED TITLE AND GRADE

I hereby certify that the job description for the position described below is an exact match to the duties, responsibilities, knowledge, skills, abilities and minimum qualifications required of the position as it exists in Essex County today. Therefore, I respectfully submit this proposal, certify that no further classification study needs to be done and request that this classification be approved.

CERTIFICATION BY SIGNATURE THAT THE ABOVE STATEMENTS ARE ACCURATE AND COMPLETE.

Name and Title of Appointing Officer: _____

Signature: _____

NOTE: Appointing Officer must be Department Head, Town Supervisor, Highway Superintendent, Mayor, etc..

Date: _____

THIS SECTION FOR PERSONNEL OFFICE USE ONLY

In accordance with the provisions of Civil Service Law, Section 22 the Essex County Department of Personnel and Civil Service certifies that the appropriate civil service title for this position described is as follows:

Title: _____ Civil Service Class: _____

Job Specification Number: _____ Salary Group or Range: _____

Signature: _____

Date: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY:

Creation of described position: APPROVED: DISAPPROVED: Date: _____

Title: _____

Signature: _____