

County, Town, Village, School District, Library or Special District	Department	Suggested Job Title
This position requires: _____ Hours work per week _____ Months work per year		Rate of Pay \$ _____ Per _____
Persons Supervising this position	TITLE	(Direct, Occasional, General) TYPE OF SUPERVISION
NAME		

Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION

Persons doing substantially the same kind and level of work		
NAME	TITLE	Location of Position

PERCENTAGE OF WORK TIME	DESCRIPTION OF DUTIES: Please describe the general set of duties that are to be performed by this position. Group individual tasks into several major functions or duties and use a separate line for each major group. List the most important or time-consuming duties first. DO NOT USE ACRONYMS OR ABBREVIATIONS. Estimate the percentage of time spent per week on each function. PERCENTAGES MUST ADD UP TO 100%.

The above statements are accurate and complete.

Signature: _____ **Date:** _____

TO BE COMPLETED BY THE APPOINTING OFFICER

Place an (X) mark opposite the item in each group which best describes the work of this position.

- Repetitive and routine.
- Routine, but involves some judgment to perform the duties.
- Complex, involving decision of order, of tasks and methods.
- Difficult, involving independent decisions as to scope and planning of projects and programs.

- Is under direct supervision.
- Works according to prescribed procedure with supervision available as needed.
- Is under general supervision as exercised through reports, conferences and job inspection.
- Is subject only to policies and administrative approval.

- Requires no previous training or special knowledge.
- Requires some basic abilities or knowledges of the general work.
- Requires good knowledge of the primary work.
- Requires thorough knowledge of all phases of the work.
- Requires a particular proficiency or skill in a specialized activity.

- Exercises direct supervision.
- Supervises, as required, through review of work.
- Exercises general supervision by means of reports and conferences.
- Regularly supervises 1 to 5 employees.
- Regularly supervises 6 to 15 employees.
- Regularly supervises over 15 employees.

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 knowledge, skills and abilities:

Licenses or Certification Required? Yes No

Type of license or certificate required: _____

COMMENTS:

Signature of appointing officer or designee:

Signature: _____ Date: _____

ACTION BY ROCKLAND COUNTY DEPARTMENT OF PERSONNEL

In accordance with the provisions of Civil Service Law, Section 22, and the Rockland County Rules, the Rockland County

Personnel Office certifies that the appropriate civil service title for the position described is _____

Signature: _____ Date: _____
Lori Gruebel, Commissioner of Personnel

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY IF A NEW POSITION

The new position indicated above was established on _____ at a salary of \$ _____

or at salary grade No. _____ Resolution No. _____
(County only)

Signature: _____ Date: _____