Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, 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 or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978	**MSD-222** **New Position Duties Statement** **Tompkins County** Department head or other appointing authority requesting the creation of a new position, prepares 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.

To be Completed by the Department Head or Other Appointing Authority: (*Please attach DRAFT Job Description/Duties Statement***)**

I affirm that the attached DRAFT job description/duties statement is an accurate representation of the duties, responsibilities, knowledge, skills, abilities and minimum qualifications required of the position. Therefore, I respectfully submit this proposal and request that this classification be approved.

Suggested or Preferred Title of Position: _____

Number of Positions (One position, two positions, etc.):_____

Labor Grade and Job Code (if relevant): _____

Location (Department, Division, Unit):_____

Appointing Authority Signature: _____   Date: _____

FOR CIVIL SERVICE USE ONLY

Certificate of the Civil Service Personnel Officer:

In accordance with the provisions of Civil Service Law, Section 22 the Commissioner of Personnel for the County of Tompkins

hereby certifies that the appropriate civil service title for the position described is: _____

Jurisdictional Classification:_____

Signature of Deputy Commissioner: _____   Date: _____

FOR CIVIL SERVICE USE ONLY

Action by Legislative Body or Other Approving Authority (*Not required for County Departments*)

Creation of described position:

▭ Approved by Resolution #_____ Dated_____

▭ Disapproved   Dated_____

Return Signed Copy to Human Resources

Revised 6/12/2019

INSTRUCTIONS FOR COMPLETING A NEW POSITION DUTIES STATEMENT

If you will be budgeting for a brand-new title for 2020, per NYS Civil Service Law, the Commissioner of Human Resources must first classify the position. Here are the steps you should follow:

1. Submit the attached New Position Duties Statement Form (MSD222) (*This form replaces the Classification Short Form*).
2. Submit a general list of duties (job description) in **DRAFT** form. We will use this New Position Duties Statement in conjunction with any other pertinent information or details you want to provide to craft an appropriate job description and classify the position.
3. Once the job description is finalized, HR will apply the point-factor rating system to determine where the position falls within the salary plan structure.
4. HR will then contact the Finance Department who will enter the new title and account number in the budgeting software.
   a. Please do not use an existing title and account as a placeholder as this could cause you to over or under-budget depending on where the new job actually rates out.
   b. Budgeting for a position does not create the position; it simply allocates money to a budget line.
5. The final step in this process occurs at the end of the year when HR gathers in all of these new titles, as well as the increases, decreases, or abolishment of positions, and add them to the year-end blanket resolution. Look for an email in late October or early November. That resolution goes to the Budget, Capital and Personnel Committee after the November budget vote, then to a vote of the full Legislature during the first or second Legislative meeting in December. This legislative action creates the positions and they become available to fill January 1.
6. In November, as soon as you know your budget has been approved, you should get the County Administrator's authorization to fill and request that we post and recruit so that you can conduct interviews in late December and be ready to fill January 1 or shortly thereafter.