

This form can be completed AND submitted online with Adobe Acrobat Standard, Professional, or Adobe Reader Version 7.0 or later. Adobe Reader Version 6.0 and under users can complete it online then print and fax it to Dutchess County Department of Human Resources (fax information below).

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**DUTCHESS COUNTY DEPARTMENT OF HUMAN
RESOURCES**
New Position Duties Statement (Form MSD-222)

To be completed by appointing authority or department head to request the creation of new position(s) in accordance with Section 22 of New York State Civil Service Law. One form may be used to create two or more identical positions in the same organizational unit.

1. Agency:

Position Location or Unit:

Number of Hours in Work Week:

Number of Positions Requested:

2. Description of Duties: Think of the job over a one-year period and list the major tasks or responsibilities, giving enough detail to give a clear picture of each task. Give an estimate of the percentage of time that each duty takes in relationship to the entire job (should total 100%). Remember to include infrequently performed duties if they are significant to the position.

% of Job	Description of Responsibility

3. Names and titles of individuals *supervising* this position, along with the nature of supervision (direct, general, administrative, etc.):

Name	Title	Nature of Supervision

4. Names and titles of individuals *supervised* by this position, along with the nature of supervision (direct, general, assignment/review of work, etc.):

Name	Title	Check Activities Performed
		Interviewing
		Hiring
		Training
		Review Work
		Assign Work
		Discipline
		Job Appraisals
		Employee Counseling

5. Names and titles of individuals doing substantially the same kind of work as new position.

Name	Title

6. What minimum qualifications do you think should be required of a candidate applying for this position?

EDUCATION: ___ High School Graduation ___ College – Years ___ Major _____
 ___ Vocational or Special Training – specify _____

EXPERIENCE (List type and minimum amount of time):

LICENSE OR CERTIFICATION REQUIRED (trade, professional, drivers, medical, etc.):

7. *The above statements are complete and accurate.*

Signature: _____ Title: _____ Date: _____

CERTIFICATION OF DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES

*In accordance with the provisions of Civil Service Law §22, the Dutchess County Department of Human Resources certifies that the appropriate Civil Service title for the position described is _____ and falls in or will be proposed for the _____ jurisdictional classification.
 Number of positions: _____*

Signature: _____ Title: _____ Date: _____