

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
College _____ Years, with specialization in _____
College _____ Years, with specialization in _____

Experience: (list amount and type)

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: _____ **Title:** _____ **Signature:** _____

Certificate of Personnel Officer/Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Personnel Officer/Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____ **Signature:** _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ **Signature:** _____

Return One Completed Copy To Personnel Officer/Civil Service Commission