

DO NOT WRITE IN THIS SPACE

CC-1 (2/89)

Title:
Salary:
Files: Technical Section:
CC-4 Dated: Control No.:
Budget Action:
Subsequent Action:

STATE OF NEW YORK – DEPARTMENT OF CIVIL SERVICE
CLASSIFICATION AND COMPENSATION DIVISION
THE W. AVERELL STATE OFFICE BUILDING CAMPUS
ALBANY, NEW YORK 12239

New Position Description

Prepare a separate description for each new position requested, except that one description may cover two or more identical positions in the same organizational unit. Forward original copy only to this Division.

1. Requested Title, 2. Title Code, 3. Requested Salary Grade or Rate, 4. Requested Jurisdictional Class, 5. Department State University of New York, 6. Dept./Div. Code, 7. Division, Bureau or Institution, 8. Suggested Negotiating Unit, 9. Section, Unit or Other (Specify), 10. Geog. Loc.Code, 11. Work Address (include Building and Room No.), 12. Duration of Job, 13. No of Positions, 14. Line Item No. (s), 15. Who will be the immediate supervisor for this position?, 16. SUPERVISION OVER OTHERS, 18. List the 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., 19. What minimum qualifications should be required for this position if filled by means of open-competitive examination?, 20. (21) JOB DESCRIPTION ATTACHED, 22. DEPARTMENT HEAD OR REPRESENTATIVE