

**DO NOT WRITE IN THIS SPACE**

CC-3 (5/76)

Title:  
Salary:  
CC-4 Dated:  
Budget Action:  
Notification:  
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

**EXISTING POSITION DESCRIPTION**

This form is used by an employee to report the duties of his position for study by the above division. It is not used to apply for a change in either the present title or salary grade.

Forward only the original copy to above division.

1. Incumbent		2. Status <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	3. Item No.
4. Payroll Title		5. Salary Grade <b>SG</b>	6. Title Code
8. Duration of Job <input type="checkbox"/> Permanent <input type="checkbox"/> Temp. for mos.		9. Jurisdictional Class <input type="checkbox"/> Competitive <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Labor	
10. Department <b>State University of New York</b>		11. Dept/Div.Code	12. Division, Bureau or Institution
13. Section, Unit or Other (Specify)		14. Work Address (Include Building and Room No.)	15. Geog. Loc. Code
16. Hours of Work: Total Per Week: <b>Daily</b> A.M. To P.M.			

**TO BE TYPED BY OR FOR EMPLOYEE**

17. DESCRIPTION OF ACTIVITIES AND TASKS:

Percent (%) or Fraction of Time	<p><b>List below the major activities involved in the position indicated above and the average amount of time you spend in each activity. Under each activity, describe in detail in short paragraphs or statements the individual tasks you must perform in completing the activity. Use as many additional sheets of paper as is necessary.</b></p> <p>Check here if attaching job description. <input type="checkbox"/> Job Description Attached</p>
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- 1. Activity  
Tasks:
  
- 2. Activity  
Tasks:
  
- 3. Activity  
Tasks:

(If you need more space, attach additional sheets)

18. How long have your duties been substantially as stated in Question No. 17?	Years	Months
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