



Cayuga County Department of Human Resources and Civil Service Commission

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: www.cayugacounty.us

Fax: (315) 253-1084

You recently contacted our office either to request a new position be classified or communicate a change to an existing position. In order to process your request, please submit:

- A completed New Position Duties Statement (NPDS Form and Sample are attached);
- An organizational chart for the agency that includes the new position

Why must the requested information be submitted?

The information collected will be used by the Cayuga County Civil Service Commission to classify the position. The authority to classify positions within Cayuga County is granted to the Cayuga County Civil Service Commission by Section 22 of the New York State Civil Service Law. This section also requires the appointing authority to submit a statement of duties, which we accomplish using the attached New Position Duties Statement (NPDS). The position under consideration will be classified using information you provide. Please use your own words when describing the tasks of the proposed position.

How do you benefit from this process?

Our agency's rules require us to develop and maintain class specifications for each position under our jurisdiction. This document contains critical information about the position, including minimum qualifications. This is an official civil service document relied upon for other civil service functions including:

- application review – it will be used to determine which applicants qualify for permanent, temporary or provisional appointment;
- examination development – it will be used to determine the subjects of an examination for the position;
- performance appraisal – it may be used to measure the performance of an employee; and
- training – it will help clarify training needs and objectives.

What are the consequences of not submitting a New Position Duties Statement (NPDS) or submitting an incomplete New Position Duties Statement (NPDS)?

The Civil Service Law requires that examinations for civil service positions must be job-related. In order to comply with this requirement, the State Department of Civil Service uses the job class specification as a source document when creating the examination. Therefore, it is crucial that you provide us with the most current, complete and accurate information regarding every position.

If the form is not filled out completely and correctly, we will need to contact you for clarification, which will delay the classification process and prevent both tests from being ordered and appointments from being approved. If you have any questions regarding the classification process or completion of the form, please call us.

Once a position is classified, are we bound to use the classification forever?

No, positions change over time. Please contact us any time there has been a permanent change to a position. We will review the classification and may take action to change the classification if necessary. Also, to make sure there have been no significant changes, we will contact you prior to requesting an examination for a position. We encourage you to contact our office if you become aware of any change in rules or regulations that affect positions under your agency. This will help ensure that positions remain up to date.

If you have any questions please do not hesitate to contact our office.



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Tips for Success:

- Use your own words to describe the duties of the position.
- Please be specific and provide examples wherever possible.
- Avoid over-generalizing.
- Please list the most critical duties first. Critical duties are the principal reason for the job's existence.
- Describe all duties performed throughout the year.
- Please identify percentages of time spent performing job duties. The percentages you provide must add up to 100%.
- If the position supervises, please identify the type of *supervision** exercised and/or received – either *direct supervision*** or *general supervision****. Supervision is typically a subject of examination and the level of supervision should be clear.
- When recommending minimum qualifications for the position, consider what level of education and experience would be needed on the first day on the job. For positions in government, training is received on the job.
- Please do not copy and paste a job description that you may have found that is in use in another municipality. We need to know from you specifically what an employee occupying the proposed position would be responsible for.

Definitions:

***Supervision** – Responsible direction and control of subordinate employees. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. (To be included, the supervision aspects must be an integral part of the job, not an incidental or occasional one.)

****General Supervision** – Supervision when the position is subject to control through conference, review of reports and occasional on-the-job inspection. (This term indicates the supervision received when the incumbent of a position is thoroughly trained. The work is not constantly reviewed or checked, but supervision is normally available when needed.)

*****Direct Supervision** – Either all work is reviewed and its performance closely supervised, or all work other than routine in terms of the skills required is reviewed and its performance supervised.