

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

**ALLEGANY COUNTY**  
**Department of Civil Service**  
 Belmont, New York



**NEW POSITION DUTIES STATEMENT**


Department head or other authority requesting the creation of a new position - Prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Commission.

1. Department	Bureau, Division, Unit or Section	Location of Position
Allegany County Soil and Water Conservation District		Belmont, NY

2. Description of Duties Describe the work in sufficient detail to give a clear word picture of the job.	
Per Cent of Work Time	Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the column at left, estimate how the total working time is divided.
5	Assist in preparing grant proposals
20	Coordinates and implements assigned SWCD programs such as Soil Group Worksheets and the Envirothon
30	Provides technical assistance to communities with regard to addressing natural; resource concerns and in developing and implementing local legislation, rules and regulations to monitor and protect natural resources;
30	Provides technical assistance to landowners, groups, and units of local government. Prepare permit applications as needed;
10	Prepares natural resource conservation plans for public and private properties
5	Presents information/education programs related to natural resource conservation and other public outreach activities and programs as assigned

100 % total

*continued on next page*

<b>3. Names and titles of persons supervising this position</b>		
Name	Title	Type of Supervision (General, Direct, Administrative, etc.)
Scott Torrey	Executive Director	Direct
<b>4. Names and titles of persons supervised by the employee in this position</b>		
Name	Title	Type of Supervision (General, Direct, Administrative, etc.)
None		
<b>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</b>		
Name	Title	Location of Position
Kyle Redman	District Technician	Belmont, NY
Emily Kuhlkin	District Technician	Belmont, NY
<b>6. Minimum qualifications you think should be required for this position</b>		
Education:	<input type="checkbox"/> High School _____ years <input checked="" type="checkbox"/> College <u>2</u> years, with specialization in <u>Natural resource conservation, environmental science, engineering or related field.</u> <input type="checkbox"/> Other _____ years, with specialization in _____	
Experience (list amount and type)	2 years experience in natural resource conservation, environmental management, engineering or related field.	
Essential knowledges, skills and abilities	Good knowledge of the principles and practices of natural resource conservation and Best Management Practices for erosion control, water quality, and water management; working knowledge of public or business administration and personnel management; good knowledge and experience in the use of computers and word processing; ability to interpret maps, charts and graphs; ability to compile data and prepare reports; good verbal and interpersonal skills; good organizational and time management skills; dependable; enthusiastic; physical condition commensurate with the demands of the position; mechanical aptitude; manual dexterity; accuracy.	
Type of license or certificate required	None required	
<b>7. The above statements are accurate and complete.</b>		
	<i>x</i>  signature	6/11/04 date

**CERTIFICATE OF CIVIL SERVICE DEPARTMENT**

<b>8. In accordance with the provisions of Civil Service Law, Section 22, the <b>Allegany County Department of Civil Service</b> certifies that the appropriate civil service title and jurisdictional classification for the position described is</b>		
Title -		
Classification -	<i>x</i> signature	date

**ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY**

<b>9. Creation of described position</b>
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Approved

Disapproved

x

signature

date

KEEP A COPY.

RETURN THE ORIGINAL TO ALLEGANY COUNTY DEPARTMENT OF CIVIL SERVICE ALONG WITH A COPY OF THE LEGISLATIVE BODY'S MEETING MINUTES SHOWING APPROVAL/DISAPPROVAL.