



### CLASSIFICATION SHORT FORM

#### REQUEST FOR ADDITIONAL POSITION(S) IN AN ALREADY ESTABLISHED CLASSIFICATION

*This document can only be used to create the following positions:*

**Cashier, Cook (Schools), Crossing Guard, Custodial Worker, Food Service Cashier, Groundswoker, Laborer, Lifeguard, Maintenance Helper, Office Worker (Student), School Bus Attendant, Senior Food Service Helper and Teacher's Aide.**

Title of Requested New Position: \_\_\_\_\_

Location: \_\_\_\_\_

Department: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Number of Positions: \_\_\_\_\_

Additional Comments/Explanation:

**This Certification must be signed by an appointing authority.**

I certify that I have reviewed the job specification for this title and attest that the duties, responsibilities and minimum qualifications of the new position(s) as stated on the job specification accurately reflect the position we are requesting to establish.

_____	_____	_____
Signature	Title	Date

**ACTION BY ROCKLAND COUNTY DEPARTMENT OF PERSONNEL**

**APPROVED**

**DISAPPROVED**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lori Gruebel, Commissioner of Personnel

**ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY IF A NEW POSITION**

The new position described by the title indicated above was established on \_\_\_\_\_

at a Salary of \$ \_\_\_\_\_ or at Salary Grade No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_