# **State Officials’ Position Description**

## **Position Information**

Date Completed: enter date

Action (select one): Establish Review/No Change Update

Date Last Reviewed or Updated: enter date

Agency/Board/Commission: enter text Total Number of Employees: enter text

Incumbent’s Name: enter name

Position Title: enter title Incumbent Reports To: enter name

### **For Human Resources to Complete:**

Standard Occupational Code (SOC) enter code

## **Organizational Structure (Attach an organizational chart.)**

Summarize the purpose and function of the organization.

Enter text

## **Position Objective**

Describe the main purpose of the position to include scope and role within the organization. Describe the reporting relationship with other positions in the organization and with the agency’s board/commission members, if applicable.

Enter text

## **Management Environment**

Describe how this position plans, leads, organizes, executes, controls, directs, influences and evaluates the functions, resources and performance of the organization. Describe the key challenges, risks and political environment to include key partnerships and stakeholder interactions.

Enter text

## **Primary Responsibilities**

List the primary responsibilities this position is accountable for, the required results and impacts. Describe the controls or structures in place to accomplish the position’s primary responsibilities.

Enter text

## **Qualification – Knowledge, Skills and Abilities**

### **Required Education, Experience or Certifications**

List the required education, experience, knowledge, skills and abilities, licenses, certifications, or legal requirements needed in order to perform the full scope of this job.

Enter text

### **Desirable/Preferred Education, Experience or Certifications**

List the desired/preferred education, experience, knowledge, skills and abilities, licenses or certifications beyond those required.

Enter text

## **Independent Thinking**

Describe the extent and nature of the opportunity for independent thinking and discernment. What does this position refer to or use as a guide when dealing with issues and making decisions?

Enter text

## **Problem Solving**

Describe the challenging issues addressed by this position. Provide examples to illustrate the process used to analyze and resolve issues.

Enter text

## **Decision Making**

What are the primary tactical and strategic decisions this position makes? What authority does this position have to make these decisions?

Enter text

What decisions go to another level and to whom?

Enter text

## **Financial Dimensions**

Describe quantifiable influences and impacts to include operating and capital budget, grant and contract funding.

Enter text

Describe the type and annual amount of all monies the position directly controls.

Enter text

Describe the type and annual amount of all monies the position directly influences.

Enter text

Describe the type and annual amount of all monies the position indirectly influences.

Enter text

**Agency Annual Operating Budget:** $ enter amount

**Agency Annual Capital Budget:** $ enter amount

## **Non-Monetary Impacts and Influences**

Describe any non-monetary influences this position has internal and external to the organization (e.g. potential legislation, regulatory, decisions, actions, etc.).

Enter text

## **Acknowledgement of Position Description**

The signatures below indicate the above is an accurate reflection of the work performed by this position.

Employee’s Signature: enter signature Date: enter date

Human Resources Signature: enter signature Date: enter date

*Please type your full name in the signature fields.* ***Do not*** *use E-sign features or insert signature images.*

**Submit completed form and organization chart to** [**classandcomp@ofm.wa.gov**](mailto:classandcomp@ofm.wa.gov)**.**