

State Officials' Position Description

Position Information

Date Completed:

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

Date Last Reviewed or Updated:

Agency/Board/Commission:

Total Number of Employees:

Incumbent's Name:

Position Title:

Incumbent Reports To:

For Human Resources to Complete:

Standard Occupational Code (SOC)

Organizational Structure (Attach an organizational chart.)

Summarize the purpose and function of the organization.

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.

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.

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.

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.

Desirable/Preferred Education, Experience or Certifications

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

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?

Problem Solving

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

Decision Making

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

What decisions go to another level and to whom?

Financial Dimensions

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

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

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

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

Agency Annual Operating Budget: \$

Agency Annual Capital Budget: \$

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.).

Acknowledgement of Position Description

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

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

Employee Signature:

Date:

Human Resources Signature:

Date:

Submit completed form and organization chart to classandcomp@ofm.wa.gov.