**State Officials’ Position Description**

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| 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 |
| **Organizational Structure (Attach an organizational chart.)**Summarize the purpose and function of the organization. |
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| **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. |
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| **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.  |
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| **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.  |
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| **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.  |
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| **Desirable/Preferred Education, Experience or Certifications**List the desired/preferred education, experience, knowledge, skills and abilities, licenses or certifications beyond those required. |
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| **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?  |
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| **Problem Solving**Describe the challenging issues addressed by this position. Provide examples to illustrate the process used to analyze and resolve issues.  |
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| **Decision Making**What are the primary tactical and strategic decisions this position makes? What authority does this position have to make these decisions? |
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| What decisions go to another level and to whom? |
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| **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.). |
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| **Acknowledgement of Position Description**The signatures below indicate the above is an accurate reflection of the work performed by this position. |
| Date | Employee’s Signature |
| Date | Human Resources Signature |

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