# State Officials’ Position Description - Guidance Document

## Requestor Information

**Date Completed**: 00/00/0000 **Agency/Board/Commission**: Sample Agency

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

**Date Last Reviewed/updated:** 00/00/2000 **Total Number of Employees**: 000

**Incumbent’s Name**: Sample Name **Position Title**: Sample Position

**Incumbent Reports To**: Sample Name

## Organizational Structure (Attach an organizational chart.)

Summarize the purpose and function of the organization

* The intent of this section is to give the reader a brief and succinct description of the function or services the organization provides.
* Should be able to capture this in one paragraph.
* *Attach* a current organizational chart with position titles. The organizational chart must include this position, the positions reporting to it, the position’s supervisor, and peer positions within the organization, if any.

## 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.

* Provide an overall – big picture – of what the position will be doing.
* Describe the major tactical objectives.
* Describe the major strategic objectives.

## 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.

* Describe the nature of the internal organizational management environment for this position.
* Describe the nature of the external management environment for this position.
* Describe the tactical and strategic role of this position in achieving desired results.
* Describe the impact of this position’s managerial role on the organization and state government, if applicable.

## 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.

* Describe the work performed by this position (not the skills and abilities needed).
* For each primary responsibility, describe the:
* Primary impacts (internal and external) to the organization, citizens of Washington, state government etc.
* Visibility and impacts (internal and external) on the Executive branch goals and effectiveness.

## 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.

* Include the managerial skills *required*.
* Specify the minimum knowledge, skills, abilities, experience and education an individual **must** possess prior to being appointed into the position.
* Include any unique requirements associated with the performance of job responsibilities.
* Include what one must know or be able to do in order to be successful in this position.

### Desirable/Preferred Education, Experience or Certifications

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

* Desired/preferred education, experience or certifications not considered a minimum requirement may be entered into this section.
* The following questions may be considered to assist in differentiating between required and preferred/desired qualifications:
* What training and experience would best prepare an individual for the work and responsibilities of this position?
* What knowledge, skills, abilities would make a candidate for this position stand out among the rest?
* What knowledge, skills, abilities are important but can be learned in the first year in the position?

### 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?

* What resources (statutes, objectives, goals, policies and procedures etc.) guide decisions and problem solving?
* It is not necessary to include the decisions this position makes, that is included in the Decision Making section below.

### Problem Solving

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

* Consider the process used when problem solving.
* How does the position solve problems?
* What variables are considered when problem solving?
* If applicable, identify who/what the position consults with when problem solving.

### Decision Making

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

* Consider the type and complexity of the judgements and decisions this position must make (exclude recommendations made by this position).
* What are the laws, rules, policies, procedures, precedents and standard practices that determine or influence this position’s autonomy?
* What methods, framework, or guidance does the position operate within?
* What are the impacts of the primary decisions made by the position?

### What decisions go to another level and to whom?

* Include information regarding if recommendations are made, or not made, by this position to the final decision maker.

### 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**

$000,000 $000,000

### 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.

**Date:** 00/00/0000 **Employee’s Signature:** XXXX

**Date:** 00/00/0000 **Human Resources Signature:** XXXXX

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