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| LOGO - DOC for forms | **STATE OF WASHINGTON**  **DEPARTMENT OF CORRECTIONS** | **Washington Management Service (WMS)**  **Exempt Management Service (EMS)** Position Description |

**User Instructions**

Employers may “enhance” the Department of Personnel’s (DOP) form to meet their specific needs**.** To enable full functionality with the new Human Resource Management System (HRMS), users must retain the existing form fields. The data provided will support the automation and tracking of business processes and approvals, organizational planning and development, and ad hoc reporting of agency specific/state-wide human resource data. These are only a few of the many functions of the HRMS.

Data fields in this form with a red triangle (▼) indicate a drop-down list exists in HRMS. Microsoft Word has a limitation of 25 items for drop-down lists. Not all of the fields on this form have the drop-down lists because the choices exceed 25 items or they vary by agency. Some fields have F1 help information (highlight the field and push the F1 key to see the help information).

Employers using the new HRMS must manually enter the position information into the system. (Copy and paste from this form. It is necessary to use straight text throughout the form: do not use tables, columns, boxes, symbols, bullets, under-line, etc. or you will not be able to cut and paste into the HRMS.)

Managers/Supervisors are responsible for completing this form when filling new or vacant positions. If changes are being made to a filled position, involving the incumbent in the change process is recommended.

1. Check the appropriate **Position Action**. The HRMS has more choices than listed on this form.

2. If the position is not permanently filled, check the appropriate **Position Staffing Status**.

3. Enter the **Date Last Reviewed**. This is the date of the last position analysis.

4. Enter the **Object Abbreviation**. This is the position number from PAY1 for existing positions. Agency specific numbers can be assigned to new positions.

5. Enter the **Current WMS or EMS Band**. This is the band to which the position is currently allocated.

6. Enter the **Proposed WMS or EMS Band**.

7. Enter the **Working Title** for this position. (For existing positions, this will convert from PAY1.)

8. Check the appropriate box in **Assignment Pay**. Be sure to reflect the criteria in the essential functions section (question 28). Example: “Read, write, and interpret Spanish to determine applicant qualifications.”

9. **Pay Scale Type**. This is a dropdown list in the HRMS. The choices are: 01 Classified Gov, 02 WSP, 03 Higher Education, 05 Washington State Ferries, 06 Printers, and 07 Non-Classified.

10. Enter the **Pay Scale Area**. WMS positions are only non-represented. (This drop-down list exists in the HRMS and data is entered for both WMS and WGS and varies by agency.)

11. Enter the **WMS Evaluation Points**, if known.

12. If this position is currently filled, enter the **Incumbent’s Name**.

13. The **Business Area** is your agency. (This will convert from PAY1 for existing positions. When entering in the HRMS, the system user’s agency name will default into this data field.)

14. Enter the **Org. Unit** (division or subdivision position is assigned to). In the HRMS this drop-down list varies by agency.

15. Enter the complete **Address Where the Position is Located**. For example: 123 Pretty Street, Sunshine, WA.

16. Enter the **Personnel Sub-Area**. Indicate Exempt, Non-represented, or specific Bargaining Unit, etc. The options available in the HRMS vary by agency.

17. The **Employee Group** reflects position status. In the HRMS there is a drop-down list to select: permanent, non-permanent, temporary (Higher Education and DOT only), project, appointed (e.g. by governor), emergency, volunteer, etc.

18. Indicate the **Work Schedule** for the position. In the HRMS, there is a drop-down list of variables to select from.

19. Indicate if the position is **Overtime Eligible**. Although rare there are occasions when WMS positions may receive overtime.

20. Enter supervisor’s **Object Abbreviation**. The object abbreviation (old position # from PAY1) of the supervisor to this position is required in HRMS to support full system functionality (i.e., business process flow/notifications and organizational planning).

21. Enter supervisor’s **Name**.

22. Enter supervisor’s complete **Phone Number**, including area code.

Position Objective

23. Discuss in a few sentences what the position is required to accomplish. Include an organizational chart that shows all units and positions (include salary grade/band) managed by the supervisor of this position **AND** the positions that report to the position being described. Describe how the position supports, contributes or is linked to the organization’s or program’s mission.

### Nature and Scope

24 (a). Explain the position’s policy impact (application development/implementation responsibility).

24 (b). Explain the major decision-making responsibilities brought to this position for action. Also identify those actions that are taken to your manager for a decision.

### Financial Dimensions

25. **Budget** - Describe the type and annual amount of all monies that the position directly controls. Discuss other revenue sources managed by the position and what type of influence/impact it has over those sources.

Positions Managed

26. Is this a supervisory position? If yes, list the total full time equivalents (FTEs) this position manages and their highest class/position.

**Essential Functions (Principal Responsibilities)**

27. List the essential functions of this position.

* Job tasks that are fundamental, not marginal, and are the primary reason(s) for which the job was established. These tasks cannot normally be permanently transferred to another position without disruption in the flow or process of work.
* Task(s) that is so critical that it cannot be eliminated from the description of the job without significantly changing the position’s role and contribution to the organization.
* Task(s), regardless of frequency, which cannot be assumed by another employee, because of undue hardship to the employer or unavailability of alternate incumbent, yet still, must be accomplished.
* Task(s) which if eliminated would so significantly impact the description of the position that it would require a change in classification and/or salary range.
* Special requirements, conditions of employment, and/or working conditions that are essential to the position.

These functionsare, by definition, those fundamental job duties and responsibilities an incumbent who holds the job would have to perform in order to be considered qualified for the position. Essential functions tend to be primary, crucial, necessary, integral, imperative and/or indispensable.

Identifying essential functions is critical to establishing appropriate standards, developing an accurate and objective job description, advertising and recruiting strategically, developing appropriate interview questions, determining whether a candidate or employee can perform each function and the degree of competence, determining whether or not and to what extent specific job accommodations can be made for a particular individual, and providing evidence on which to base employment decisions.

It is important that essential functions are specifically identified and written into all job descriptions, including WGS, WMS, EMS, and Exempt positions. They should be reviewed and updated regularly and employees should clearly understand what the essential functions of their respective positions are. An essential function is not relevant to a percentage of time (i.e., a firefighter must be able to put out fires, although a fire may not occur; a gardener must work in inclement weather, although inclement weather may not occur; an enforcement officer must be able to appropriately use a firearm, although they may never have to use it).

Link to DOP Guidance on Essential functions: <http://www.dop.wa.gov/HRProfessionals/ReasonableAccommodation/EssentialFunctions.htm>

**Working Conditions**

28. Describe the working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (i.e. flexible schedule, some evening and weekend work, occasional travel, etc.).

**General Qualifications**

29 (a). **Required Education, Experience, Skills and Abilities/Competencies.** Competencies are defined as those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

29 (b). **Preferred/Desired Education, Training, and Skills/Competencies for Recruiting Purposes**

Link to DOP Guidance on Competencies and Qualifications: <http://www.dop.wa.gov/HRProfessionals/Competencies>

**Special Requirements/Conditions of Employment**

30. List any licensing, certification, or other special requirements and/or conditions of employment which are beyond general qualifications.

Examples:

   Certification as Senior Professional in Human Resources (SPHR).

   Must pass driver’s records check.

   Must pass job-related physical exam.

   Must pass Criminal Justice Records Check.

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| 1. ***▼***Position Action (Create or Maintain Position)  **(HRMS has more fields – these are the main fields)**  Establish  Abolish  Reallocate  Update or Change Data (Indicate Change) | | | | | | | | | |
| 2. Position Staffing Status  Vacancy – Open  Vacancy – Occupied  Vacancy - On Hold | | | | | | | 3. Date Last Reviewed (If Existing Position) | | |
| 4. Object Abbreviation (Position #)  **▼** | 5. Current WMS/EMS Band  **▼** | | | 6. Proposed WMS/EMS Band  **▼** | | 7. Job - Working Title | | | |
| 8. Assignment Pay (Capture In Essential Functions)  **▼** Dual LanguageOther | | | | 9. Pay Scale Type (Non-Rep or Collective Bargaining Unit)  **▼** | | | | 10. Pay Scale Area  **▼** | |
| 11. Band Evaluation Points (If Known) | | | 12. Incumbent’s Name (If Filled Position) | | | | | | |
| 13. Business Area (Agency Name)  **▼** | | 14. Org Unit (Division/Sub Division)  **▼** | | | 15. Address Where Position Is Located | | | | |
| 16. Personnel Sub-Area  **▼** Exempt | | 17. Employee Group  **▼** | | | 18. Indicate work schedule  Part Time  Full Time | | | | 19. Overtime Eligible  YesNo |
| 20. Supervisor’s Object Abbreviation (Position #)  **▼** | | 21. Supervisor’s Name | | | | | | | 22. Supervisor’s Phone |
| **Position Objective** | | | | | | | | | |
| 23. Discuss in a few sentences what the position is required to accomplish. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization. (Include an organizational chart.)  **This position serves as the Confidential Secretary for the Secretary of the Department of Corrections, providing exclusive administrative support and assisting the Secretary by managing the daily activities of the office.** | | | | | | | | | |

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| **Nature and Scope** |
| 24 (a). Briefly explain position’s policy impact (application development/implementation responsibility).  **Position uses knowledge of the Department's organization, structure, operations and philosophy to respond to a broad range of questions/inquiries.**  24 (b). Explain the major decision-making responsibilities brought to this position for action. Also, identify those actions that the incumbent takes to their manager for a decision.  **Works independently to manage office, being the Secretary's liaison to expedite communications to and from the public, statewide elected officials, federal and state agencies, organizations, Governor's Office, etc., checking only with manager regarding volatile or sensitive issues. Identifies urgent and confidential issues for immediate action.** |
| **Financial Dimensions** |
| 25.Budget  Describe the type and annual amount of all monies that the position directly controls. Discuss other revenue sources managed by the position and what type of influence/impact it has over those sources. Operating budget controlled  * **n/a**  Other financial influences/impacts  * **n/a** |
| **Positions Managed** |
| 26. Is this a supervisory position?  Yes  No |
| If **yes**, list total full time equivalents (FTEs) managed and highest class/position. |
| **Essential Functions (Principal Responsibilities)** |

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| Link to DOP Guidance on Essential functions: <http://www.dop.wa.gov/HRProfessionals/ReasonableAccommodation/EssentialFunctions.htm> |

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| 27. Describe the essential functions and significant responsibilities of this position (not including the management responsibility statement **\*** that is provided below, percentage of time is not relevant to an essential function).  Serves as the personal xxx, providing overall administrative support and assisting the Secretary in the administration of day-to-day matters. Works independently in a pro-active, ethical, organized manner to facilitate efficient conduct of business, maintaining a detailed calendar, scheduling appointments and meetings, arranging travel itineraries, and handling various communications. Duties include screening/routing a high volume of calls, diffusing irrational and threatening callers, and handling situations with calmness and rationale. Routinely composes, prepares and/or edits correspondence for quality assurance, accuracy and completion, all-staff messages, or other documents for the signature of the Secretary. Processes mail and keeps detailed tracking records for response to inquiries. Collects data and updates progress charts. Archives paper and electronic documents for the Secretary's Office. Processes lawsuits in a timely manner. Takes minutes of executive meetings for distribution, actively listening to others, summarizing ideas and information in a clear, concise, logical manner that achieves understanding of the intended message and mission of the agency. Responds to public disclosure requests for the Secretary's Office. In his absence, manages, screens, and routes messages in the Secretary's email, redirecting and tracking as appropriate.  Acts as a liaison to expedite the flow of information to and from the Secretary's Office to the public, other executive and statewide elected officials, various public, federal and state agencies, organizations and associations, legislative staff, and the Governor's Office, inside and outside the state of Washington. Stays focused on tasks in a fast-paced environment, keeping confidences, making the best use of time and resources. Independent thinking and actions needed to weigh pros and cons of prospective action, making best decision based on knowledge and experience.  Serves as a member of the Department's Executive Staff and Extended Leadership Team, attending meetings and offering input. Acts as scribe in the Emergency Operations Center as needed.  **\* Plan, lead, organize, and control the work performed by the organization. Ensure appropriate and optimum use of the organization’s resources and enhance the employee effectiveness through timely appraisal and professional development opportunities. Support effective communications throughout the organization. Maintain the highest standards of personal/professional and ethical conduct and support the state’s goals for a diverse workforce.** |

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| **Working Conditions** |
| 28. Describe working environment and anticipated variation in working hours. Some or all of these conditions may be noted under the essential functions section.  **Fast-paced, demanding environment where strong multi-tasking, prioritization, and communication skills are essential. Professional appearance is required in accordance with DOC Policy 870.400. Demands may require variations to typical work schedule beyond a 40-hour work week, during evenings and/or weekends.** |

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| **General Qualifications** |

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| 29 (a). Required Education, Experience, Skills and Abilities/Competencies  **Confidentiality, public relations, organizational skills, English/grammar expertise. High School education, some college or business college and 5 years of progressively responsible office/secretarial experience. Exempt position: serves at the pleasure of the Secretary of the Department of Corrections. Expertise in the use of Microsoft Word, Outlook, Adobe Contribute, Internet.** |
| **CORE COMPETENCIES FOR ALL EMPLOYEES:**  **Safety – Complies with all safety regulations and understands why they are important. Performs work in a safe manner at all times, including while operating a vehicle or working offsite. Maintains an organized work area, free of hazards. Reports unsafe conditions promptly. Maintains and uses personal protective equipment, where required. Attends all required safety and health training. Seeks guidance from supervisor.**  **Treats Others with Respect and Courtesy – Consistently treats everyone with respect and courtesy, even when the other person is discourteous or unreasonable. Actively seeks feedback from customers and others s/he interacts with on the quality of services provided. Demonstrates an ability to place him/herself in the position of the customer. Listens fully to, is respectful of, and understands others' needs, concerns, and opinions.**  **Dependability – Reports to work every day and on time. Is fully prepared and conforms to assigned work hours and schedule. Notifies supervisor immediately when unexpected problems cause absence, lateness, or the need to leave early. Provides adequate notice for planned leave and ensures workload is managed.**  **Accountability – Gets the job done. Meets all deadlines or lets supervisor know immediately when deadlines might not be met and recommends alternatives. Works on tasks in order of importance. Makes sure all parts of a job are completed in full. Without making excuses, accepts personal responsibility for the quality and timeliness of his/her work and keeps commitments. Acknowledges and corrects mistakes. Asks for feedback on his/her performance from work team members and supervisor and makes efforts to improve. Explains how the work team's actions make a real difference in meeting the needs of clients, customers, and fellow employees.**  **Judgment and Problem Solving – Makes timely decisions based on the best information at hand. Can describe the factors that were considered in making a decision and their relative importance. Identifies and considers alternatives before making a decision. Seeks advice from others. Considers the impact of decisions on co-workers, clientele, and other program areas. Solves problems effectively.**  **Leadership – Creates an environment in which people can be successful. Personally exhibits excitement, enthusiasm, and commitment to the group's mission, while linking everyday work to agency mission. Sees and takes advantage of the potential in people, opportunities, and events. Takes appropriate risks to improve performance or reach a challenging goal. Knows when to compromise and when to take a stand. Willing to responsibly challenge the status quo when necessary. Actively seeks new ideas and opportunities to improve.**  **Communication – Presents ideas effectively, clearly, and concisely in formal and informal situations. Listens well and asks good questions. Communicates well in writing. Keeps supervisor and co-workers informed. Shares complete and accurate information with others. Actively resolves conflicts and demonstrates effective conflict management skills.**  **Relationship Building – Builds and maintains effective networks of contacts that are useful in achieving work-related goals. Builds voluntary cooperation through credibility, expertise, influence, and persuasion. Goes out of his/her way to establish effective working relationships. Demonstrates an ability to build effective relationships and partnerships.**  **Ethics and Integrity – Earns the trust, respect, and confidence of stakeholders and co-workers through consistent honesty, forthrightness, and professionalism in all interactions. Respects and maintains confidentiality. Tells the truth and is honest in all dealings. Earns the trust of others by consistently being an exemplary role model. Keeps promises and commitments made to others. Meets goals and deadlines. Avoids inappropriate situations and actions which result in and/or present the appearance of impropriety. Adheres to appropriate and effective core values/beliefs and acts in accordance with those values at all times. Demonstrates ethical behavior and teaches its importance to others. Does not misrepresent him/herself or use his/her position for personal gain. Uses public resources appropriately.**  **CORE COMPETENCIES FOR SUPERVISORS AND MANAGERS (IN ADDITION TO THE ONES ABOVE):**  **People Management – Meets regularly with each employee to set and clarify expectations, and provide feedback and coaching. Uses formal and informal methods to monitor and track each employee's performance. Distinguishes between high and low performers, and recognizes and rewards results for high performers. Actively works to identify and retain talent. Deals promptly with performance problems by working with staff to diagnose problems, develop solutions, and monitor progress. Has the knowledge and will to take effective action with employees when performance coaching efforts fail and situation warrants. Attempts to discover what motivates each employee and uses that knowledge to benefit both the individual and the organization. Identifies employees' development needs and provides meaningful development opportunities. Conducts quality performance appraisals on time. Assists with professional development and planning.**  **Managing for Results – Establishes performance expectations and goals for his/her team that are specific and measurable, and accepts personal responsibility for results. Ensures that each member of his/her team has the resources and tools to meet performance expectations. Meets regularly with team and talks about team performance and ways to improve.** |
| **LOCAL AND JOB SPECIFIC COMPETENCIES:** |

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| 29 (b). Preferred/Desired Education, Training, Skills and Abilities/Competencies for Recruiting Purposes |

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| Link to DOP Guidance on Competencies and Qualifications: <http://www.dop.wa.gov/HRProfessionals/Competencies> |

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| **Special Requirements/Conditions of Employment** |
| 30. List any licensing, certification, or other special requirements and/or conditions of employment which are beyond general qualifications. |

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| **The job responsibilities/duties as defined above are an accurate reflection of the work to be performed by this position.** |

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| Date | Supervisor’s Phone Number | Supervisor’s Title | Supervisor’s Signature |
| Date | Department Head or Approving Authority’s Signature | | |

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| **As the incumbent in this position, I have received a copy of this position description.** |

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| Date | Employee’s Signature |

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| **Position details and related action have been taken by Human Resources as reflected below.** |

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| **For Human Resource/Payroll Office Use Only** | | | | | | | | | | | | | | | | | | | | |
| Effective Date | | End Date | | | | Object ID | | | Position Long Description | | | | | | | | | Evaluation Points | | |
| EEO Category  **▼** | | | | | Employee Sub-Group  **▼** | | | | | | | | Retirement Eligible  YesNo | | | | | Overtime Eligible  YesNo | | |
| Position is:  Funded  Non-funded | | | | | Workers Comp. Code  **▼** | | | | | County Code  **▼** | | | Business Area  **▼** | | | | | Personnel Area (FEIN)  **▼** | | |
| **Cost Center Codes** | | | | | | | | | | | | | | | | | | | | |
| FUND | MSTR-IX | | APP-IX | PGM-IX | | | ORG-IX | PROJECT | | | OBJECT | | W-C | ALLOC | BUDGET UNIT | | CNTY | | CITY | PRORATION % |
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| Date | | HR Designee’s Name | | | | | | | | | | HR Designee’s Title | | | | HR Designee’s Signature | | | | |
| Date | | Budget Designee’s Name | | | | | | | | | | Budget Designee’s Title | | | | Budget Designee’s Signature | | | | |

**The Public Records Act, RCW 42.56.250, et. seq., requires disclosure of public records unless they are exempt.  If requested, non-exempt public records in the possession of the Department of Personnel will be released.  Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.**