# Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

## Position Information

Position Title: Account 1

Position Number/Object Abbreviation: 0201

Incumbent’s Name (if filled position): Vacant

Agency/Division/Unit: Department of Policy, Personnel Services Division, Classification Unit

Address Where Position is Located: 123 Main Street, Olympia, WA 98888

Work Schedule: [x]  Full time [ ]  Part time

Overtime Eligible: [ ]  Yes [x]  No

Supervisor’s Name and Title: Pat Simpson, Classification Manager

Supervisor’s Position Number: Enter text. Supervisor’s Phone Number: 360-123-4567

## Organizational Structure

Summarize the functions of the position’s division/unit and how this position fits into the agency structure: **(Please attach an organizational chart rather than imbed it)**

Enter text.

## Position Objective

Describe the position’s main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization:

1. Describe the position’s main purpose and show how the work contributes to achieving the organization’s mission.
2. Be clear and concise.
3. State the organization’s mission and how the position supports the mission.
4. Highlight a few key duties.

Enter text.

## Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](https://ofm.wa.gov/state-human-resources/workforce-diversity-equity-and-inclusion/persons-disabilities-state-government/essential-functions-guide)

1. Describe the duties and tasks that must be performed by this position. The reason the position exists is to perform these functions.
2. Essential functions are the primary, crucial, necessary, integral, imperative, and/or indispensable duties performed by the incumbent.
3. The percent of time spent on an essential function is irrelevant (i.e., a pilot must land airplanes, though it only takes a fraction of the time spent flying).
4. When describing essential functions, use results-oriented language to help separate the function from the method by which it is accomplished. For example, use the term “relocate” or “move” instead of “lift” and “carry”.
5. Do not use acronyms or in-house jargon.

Enter text.

## Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced:

1. Be brief and use objective language, use action verbs.
2. Clearly communicate whether the incumbent influences results or is directly responsible for them.
3. Identify if the incumbent is accountable for program, department, division, and/or statewide results.
4. Give examples of policies controlled or measurably influenced.

Enter text.

Describe the scope of accountability:

1. Identify if accountable for program, department, division, and/or statewide results.
2. Clearly communicate whether the incumbent influences results or is directly responsible for them.
3. Be specific, provide actual budget dollars, and identify if influenced, administered, and/or managed.
4. Address staffing responsibilities to determine whether the incumbent recommends related actions or is the final authority regarding discipline, hire/fire, and compensation decisions.
5. Explain clearly whether the incumbent is responsible for developing, implementing, or interpreting policy for statewide program policies, operating policies, and/or administrative policies.
6. If the incumbent does not directly control these decisions, briefly describe how the incumbent influences them.
7. Provide examples.

Enter text.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state):

1. Describe whether the incumbent may be faced with decisions for which there are no precedents.
2. Provide clear information regarding the consequences of decisions made (financial, safety, programmatic failure, and/or legal impact).
3. Identify which decisions require the next level supervisor to handle. Indicate whether the decisions by the supervisor are implicitly based on the incumbent’s recommendations.

Enter text.

## Financial Dimensions

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

Operating budget controlled:

Identify number of budget dollars controlled, influenced, administered or managed.

Enter text.

Other financial influences/impacts:

List the resources the position influences, controls or affects outcome; such as, equipment, buildings, funds (other than operating budget listed above).

Enter text.

## Supervisory Responsibilities

Supervisory Position: [ ]  Yes [ ]  No

If **yes**, list total full-time equivalents (FTEs) managed and highest position title:

Identify whether supervised directly or through subordinates.

Enter text.

## Decision Making and Policy Impact

Explain the position’s policy impact (applying, developing or determining how the agency will implement):

1. Provide clear examples of policy decisions made.
2. Is the incumbent responsible for policy development, implementation, and/or maintenance of existing policies; policy interpretation, enforcement, and/or exceptions decisions?
3. How broad is the potential impact (program, department, statewide)?
4. Is there potential financial loss from a poor decision or recommendation?
5. Could a poor decision have a negative effect on the environment, equipment, individuals?
6. Is the impact of decisions short or long term?

Enter text.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom:

1. Provide examples as to whom the recommendations are made. For example; are recommendations made to internal and/or external customers, senior management, public?
2. Describe potential outcomes of recommendations.
3. Are there potential legal and/or financial risks/consequences from recommendations?
4. Is weight given to recommendations based on the incumbent’s expertise or knowledge?

Enter text.

Explain the major decision-making responsibilities this position has full authority to make:

1. Makes final decisions without having to raise the issue to a higher level supervisor.
2. Decisions based on established policy guidelines, rules, laws; or broad policy guidelines on emerging or undefined subjects.
3. Describe unusual circumstances requiring decisions that have no set precedents.
4. Could decisions at times set precedent with long or short term implications?
5. Describe decisions that are elevated to supervisor, if any.

Enter text.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Will decisions result in long term impact to programs, citizens, state? Are decisions based on an approved short or long term plan costs?

Enter text.

What are the risks or consequences of the recommendations or decisions?

1. Citizens/customers.
2. Property.
3. Public safety.
4. Departments.
5. State.

Enter text.

## Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies:

1. What training and experience best prepare the incumbent to work in this position?
2. What licenses, certifications, or legal requirements pertain to this position?
3. What must the incumbent know to successfully perform the work of the position?
4. Think of critical on-the-job situations related to the work activities. What knowledge, skills, abilities, or behaviors make the difference between handling these situations well and poorly?

Enter text.

Preferred/Desired Education, Experience, and Competencies:

1. Identify desirable licenses and certifications other than the minimum requirements.
2. What knowledge, skills, abilities, and experience would make a candidate stand out amongst the rest?
3. Think of some critical on-the-job situations related to the work activities. What knowledge, skills, abilities, or behaviors make the difference between handling these situations well and poorly?

Enter text.

## Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above:

Identify licensing, certification, or other special requirements.

Enter text.

## Working Conditions

Work Setting, including hazards:

Enter text.

Schedule (i.e., hours and days):

Enter text.

Travel Requirements:

Enter text.

Tools and Equipment:

Enter text.

Customer Relations:

Enter text.

Other:

Enter text.

## Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are 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.*

Supervisor’s Signature (required): Enter text. Date: Enter text.

Appointing Authority’s Name and Title: Enter text.

Signature (required): Enter text. Date: Enter text.

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

Employee’s Signature: Enter text. Date: Enter text.

### For Human Resources to Complete:

Standard Occupational Code (SOC): enter code

**Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.**