

POSITION DESCRIPTION

Washington General Service (WGS) & Exempt Non-Management

For assistance completing this form, contact your Human Resources Office or click here for [Tips and Examples](#).

Position Information			
Action: select one If <i>Update</i> , indicate change:		Date:	HRCU Only
1. Proposed class title:		2. Proposed class code:	Approved class title:
3. Current class title:		4. Current class code:	Effective date: OT eligibility:
5. Position number:	6. Salary range:	7. Work schedule:	8. Position Type: Bona Fide Occupational Qualification: No <input type="checkbox"/> Yes <input type="checkbox"/>
9. Overtime eligibility:		10. Position covered by a bargaining unit: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , select union:	
11. Assignment pay: Dual language <input type="checkbox"/> Other <input type="checkbox"/>		12. Division / Unit: /	
13. Work location/Address:		14. Supervisor's name / Title: /	
15. Incumbent's name (If filled position):		16. Supervisor's position no.:	17. Supervisor's phone:
18. Position Flexibility (Modern Work Environment) Check PE for Position Eligible or NE for Not Eligible ¹ (Reference last page for explanation of the following, if needed) Flex Schedule: <input type="checkbox"/> PE or <input type="checkbox"/> NE Compressed Schedule: <input type="checkbox"/> PE or <input type="checkbox"/> NE Telework: <input type="checkbox"/> PE or <input type="checkbox"/> NE Are any of the above a change from prior set eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes to changes, Appointing Authority Signature is required on signature page) If yes, check all that apply: Flex <input type="checkbox"/> Compressed <input type="checkbox"/> Telework <input type="checkbox"/>			
19. Position Objective Briefly explain the purpose of the position and how it supports the organization's mission. Attach an organizational chart. Review the Position Objective Fact Sheet for tips. DOC's mission is <i>to improve public safety</i> .			
20. Assigned Work Activities (Duties and Tasks)			
<ul style="list-style-type: none"> • Describe the duties and tasks. Task statements should describe the action performed; to whom or what; using what tools, equipment, methods, and/or processes; and the final product or outcome. See Assigned Work Activities for help. • Assign a percentage of time to each duty. • Underline the Essential Functions. 			
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.		
	Duty: Tasks include:		
	Duty: Tasks include:		
	Duty:		

	Tasks include:
	Duty: Tasks include:
	Duty: Tasks include:

21. Lead Work/Supervisory Responsibilities

Does this position:
 Lead other staff: Yes No
 Supervise other staff: Yes No
 If **yes**, list each direct report below.

Assigns work Instructs work Checks others' work
 Plans work Evaluates performance Takes corrective action*
 Hires* Terminates*

(*Has the authority to effectively recommend these actions.)

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

22. Working Relationships

[Level of Supervision](#) received (check one): For more guidance see: [Glossary of Classification Terms](#)

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

23. Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see: [COOP and Critical Positions](#).

Is this position critical based on agency COOP? Yes No
 If **yes**, describe how the position supports the agency COOP Critical Functions:

24. Working Conditions

Work Setting, including hazards:	
Schedule (i.e., hours and days):	Assigned hours of work: Shift: Days off:
Travel requirements:	
Tools and equipment:	

Customer interactions:	Serve as a professional representative of DOC to the public. Dress appropriately for the position.	
Other:		
25. Qualifications		
List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).		
25a. Required Qualifications:		
CORE COMPETENCIES FOR ALL EMPLOYEES		
All staff entering into employment with the Department of Corrections must possess the following competencies at the time of hire: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity, and Embracing Diversity and Cultural Differences. All supervisors and managers must also possess the following: People Management and Managing for Results. Competency descriptions may be found on the iDOC website and on the Performance Development Plan expectations.		
25b. Preferred/Desired Qualifications:		
26. Special Requirements/Conditions of Employment		
List special requirements or conditions of employment beyond the qualifications above, e.g. certification, licensure, dual language.		
Maintain regular and reliable attendance.		
Complete a felony disclosure form prior to employment and submit to a criminal background check.		
Successfully complete, within mandated timeframes, employee orientation and all other mandatory annual, in-service and other required training.		
Provide physical residential address and home telephone number to the Department of Corrections.		
Become familiar and comply with all DOC policies and procedures and Collective Bargaining Agreements as applicable.		
Submit to drug testing in accordance with CBA and agency policy.		
27. In-Training Plan, if applicable		
28. 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.		
Date	Supervisor signature <i>(required)</i>	Dept. head / Intermediate supervisor signature <i>(optional)</i>
Date	Appointing Authority name and title	Signature <i>(required for Establishments, Reallocations & Position Flexibility Changes)</i>
As the incumbent in this position, I have received a copy of this position description.		
Date	Employee's signature	

Position details and related actions have been taken by Human Resources as reflected below.

Position Description Updates and Reviews

For Human Resources Use Only*			
Action: <input type="checkbox"/> Establish* <input type="checkbox"/> Reallocate*		*All reallocations and establishments must be reviewed and approved by the Human Resources Classification Unit (HRCU).	
<input type="checkbox"/> Update <input type="checkbox"/> Review/No Change			
Class title:		Class code:	Salary range: Overtime eligibility:
Date:	HR designee's name:	HR designee's title:	HR designee's signature:

Reallocations and Establishments – HRCU review and signature required

For Human Resources Classification Unit Use Only			
Approved class title:		Class code:	Salary range: Overtime eligibility:
Date:	HRCU designee's name:	HRCU designee's title:	HRCU designee's signature:

¹ Reference for Page 1, Section 18

Flexible workweek: Allows some flexibility in starting and ending times outside the agency's normal work hrs.
PE=Position Eligible NE=Not Eligible

Compressed workweek: An alternative schedule that allows full-time employees in the position to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in less commute trips.
PE=Position Eligible NE=Not Eligible

Telework: The practice of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis. PE: Position Eligible NE=Not Eligible

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.