



## POSITION DESCRIPTION WASHINGTON GENERAL SERVICE (WGS) AND EXEMPT NON-MANAGEMENT

For assistance completing this form, contact your human resources office or click here for [Tips and Examples](#).

POSITION INFORMATION			
Action: <b>Select one</b> If <i>Update</i> , indicate change:		Date:	<b>HRCU Only</b>
1. Proposed class title		2. Proposed class code	Approved position title
3. Current class title		4. Current class code	Effective date      OT Eligible
5. Position number	6. Salary range	7. Work schedule	Bona Fide Occupational Qualification <input type="checkbox"/> No <input type="checkbox"/> Yes
8. Position type	9. Overtime eligibility	10. Position covered by a bargaining unit <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , select union:	
11. Assignment pay		12. Division / Unit	
13. Work location/address		14. Supervisor name / Title /	
15. Incumbent's name (if filled position)		16. Supervisor pos. #	17. Supervisor phone
<b>18. Position Flexibility (Modern Work Environment)</b>			
Check PE for Position Eligible or NE for Not Eligible <sup>1</sup> (reference last page for clarification on 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: <input type="checkbox"/> Flex <input type="checkbox"/> Compressed <input type="checkbox"/> Telework			
<b>19. Position Objective</b>			
Briefly explain the purpose of the position and how it supports the organization's mission. <b>Attach an organizational chart.</b> Review the <a href="#">Position Objective Fact Sheet</a> for tips. The Department's mission is <i>to improve public safety by positively changing lives.</i>			
<b>20. Assigned Work Activities (Duties and Tasks)</b>			
<ul style="list-style-type: none"> <li>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 <a href="#">Assigned Work Activities</a> for help.</li> <li><a href="#">Assign a percentage</a> of time to each duty.</li> <li><b>Underline</b> the <a href="#">Essential Functions</a>.</li> </ul>			
<b>% of time</b> (Must total 100%)	<b>List the assigned work in order of importance, <u>with essential functions underlined.</u></b>		
	<b>Duty:</b>  <b>Tasks include:</b>		
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**21. Lead Work/Supervisory Responsibilities**

Does this position: Lead other staff <input type="checkbox"/> Yes <input type="checkbox"/> No Supervise other staff <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , list each direct report below.	<input type="checkbox"/> Assigns work <input type="checkbox"/> Instructs work <input type="checkbox"/> Checks others' work <input type="checkbox"/> Plans work <input type="checkbox"/> Evaluates performance <input type="checkbox"/> Takes corrective action* <input type="checkbox"/> Hires* <input type="checkbox"/> Terminates*
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\*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 the Department 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:**

25b. **Agency Values for All Employees**

All staff entering into employment with the Department of Corrections must possess the following values at the time of hire:

- **Cultivate an environment of integrity and trust:** Corrections values partnership and trust. We foster openness and support courageous conversations. We are committed to doing what we say we are going to do by being accountable and taking personal ownership in our actions.
- **Respectful and inclusive interactions:** Corrections appreciates and values individuals by promoting an inclusive and diverse environment, which encourages safety. We respect, value, and listen to the thoughts, feelings, and perspectives of our stakeholders and consider the impact on those we serve as well as each other.
- **People's safety:** Corrections believes in creating an environment that values physical, mental, and emotional security and well-being. We honor those who advance safety for all.
- **Positivity in words and actions:** At Corrections, we assume positive intentions and believe there is a shared desire for the best outcome. We consistently demonstrate positive behavior and always put forth our best effort.
- **Supporting people's success:** Corrections is committed to our community – understanding individuals, instilling hope, embracing change, and providing opportunities.

25c. **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 Department policies and procedures and Collective Bargaining Agreements as applicable.

Submit to drug testing in accordance with Collective Bargaining Agreement and agency policy.

27. **In-Training Plan, if applicable**

**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>	Department head/Intermediate supervisor signature <i>(optional)</i>
Date	Appointing Authority name and title	Signature <i>(required for Establishments, Reallocations &amp; Position Flexibility Changes)</i>

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

Date	Employee signature
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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*		<i>*All reallocations and establishments must be reviewed and approved by the Human Resources Classification Unit (HRCU).</i>	
<input type="checkbox"/> Update <input type="checkbox"/> Review/No change			
Class title		Class code	Overtime eligibility
Date	HR designee name	HR designee title	HR designee signature

**Reallocations and Establishments – HRCU review and signature required**

For Human Resources Classification Unit Use Only			
Approved class title		Class code	Overtime eligibility
Date	HRCU designee name	HRCU designee title	HRCU designee signature

<sup>1</sup> 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