



POSITION DESCRIPTION EXEMPT MANAGEMENT

1. Action: Select one If update, indicate change:			HR Operations Manager/designee Only	
2. Date			Date evaluated:	
3. Position number	4. Work schedule <input type="checkbox"/> Part time <input type="checkbox"/> Full time		Approved class title (if different)	
5. Proposed position title		6. Proposed band	Effective date	Band
7. Current position title		8. Current band	Exemption RCW	Exempt class code
9. Work location/address			Market segment	Management type
10. Division / Unit /		11. Supervisor name / Title /		
12. Incumbent's name (indicate if vacant)		13. Supervisor pos. #	14. Supervisor phone	
15. Position Flexibility (Modern Work Environment)				
<p>Check PE for Position Eligible or NE for Not Eligible ¹(reference last page for clarification on the following, if needed)</p> <p>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</p> <p>Are any of the above a change from prior set eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, check all that apply: <input type="checkbox"/> Flex <input type="checkbox"/> Compressed <input type="checkbox"/> Telework</p>				
16. Position Objective				
Describe the position's main purpose including what the position is required to accomplish and the major outcomes and how the position contributes to the Department's mission <i>to improve public safety by positively changing lives</i> . Review the Position Objective Fact Sheet for tips.				
17. Accountability – Scope of Control and Influence				
Describe the scope of accountability, including the potential impact of error and the consequence of error. Include impacts to unit, division, agency, and/or state.				
18. 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.				
18a. Operating budget controlled				
18b. Other financial influences/impacts				
19. Organizational Structure				
19a. Supervisory Position: <input type="checkbox"/> Yes <input type="checkbox"/> No				
19b. Attach an Organizational Chart that clearly shows:				
<input checked="" type="checkbox"/> This position <input checked="" type="checkbox"/> The positions reporting to this position (if applicable) <input checked="" type="checkbox"/> The manager of this position <input checked="" type="checkbox"/> The other positions reporting to the manager of this position				
20. Decision Making and Policy Impact				
Explain the major decision-making responsibilities this position has full authority to make and the position's role in applying, developing or determining how the agency will implement policies. Include examples of tactical and strategic decision-making and the risks or consequences of recommendations and/or decisions. Describe the decisions this position must take to the manager.				
21. Qualifications – Knowledge, Skills, Abilities and Competencies				
Identify the education, experience, licenses, certifications, and competencies required and desired to perform this job. Describe below. Complete the remaining columns as follows:				

- **Importance** - Rate how important the qualification or competency is to successful performance in this position.
- **Needed at entry** - Choose "Yes" if the qualification is **required** at the time of hire. Choose "No" if the qualification or competency is **desired** and can or will be learned on the job.

21a. Description of Education, Experience, and Job Specific Competencies	Importance (1 – 4)	Needed at entry (Y/N)
	Select one	
	Select one	
	Select one	
	Select one	
	Select one	
	Select one	
	Select one	
	Select one	

21b. 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.

[Competency descriptions](#) may be found on the iDOC website and in the Performance Development Plan expectations.

22. Conditions of Employment

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

- This position is exempt from Washington's civil service rules. Exempt employment is considered "at will," and there are no contractual employment rights. Exempt employees serve at the pleasure of the appointing authority.
- 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.
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23. Working Conditions

Describe the working environment (e.g., indoor/outdoor, safety requirements, use of equipment, exposure to weather, noise, health risks) and schedule (e.g., work hours, travel requirements) of the position.

Work setting, including hazards	
Schedule (i.e., hours and days)	
Travel requirements	
Tools and equipment	
Customer relations	Serve as a professional representative of the Department to the public.
Other	Must dress appropriately for the managerial level of the position and the work setting. Department facilities and vehicles are smoke and tobacco free.

	This position is overtime exempt under the federal Fair Labor Standards Act.
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24. 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:

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 name and title	Supervisor signature
Date	Appointing Authority's name and title	Appointing Authority's Signature:

As the incumbent in this position, I have received a copy of this position description.		
Date	Employee name	Employee signature

HR Operations Manager Acknowledgement		
Date	HR designee name and title	HR designee signature
Comments:		

¹ Reference for Page 1, Section 15

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.