

I. DESCRIPTION OF POSITION

- A. Briefly describe the primary purpose of your position.
- B. Describe your involvement in strategic planning or setting the strategic direction for your organization.
- C. **Major Accountabilities:** List in order of importance the major activities that you perform, then describe the end results that you are expected to achieve and the primary indicators of success. Indicate for each activity the approximate percentage of time required.

Activity	End Results Expected and Indicators of Success	Percentage of Time

- D. Who are the primary customer groups or stakeholders within or outside the agency with whom you have primary working relationships? What is the nature of your work with each? (Do not include those groups reporting directly to you).

I. DESCRIPTION OF POSITION (continued)

- E. Decision-making: Describe typical decisions that you are required to make, and what decisions you refer to others.

Decisions you make:

Decisions you refer to others:

II. ORGANIZATION (continued)

D. Give a brief description of the function(s) of each position reporting to you.

Job Title	Function

IF ADDITIONAL SPACE IS NEEDED, ATTACH ANOTHER SHEET

III. PRINCIPAL PROBLEMS AND CHALLENGES

- A. Briefly describe the principal challenges encountered in your position.

IV. COMMENTS - IMMEDIATE SUPERVISOR

- A. Give any additional information you believe would help someone better understand the position.

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