



**Washington Management Service (WMS)  
Exempt Management Service (EMS)  
POSITION DESCRIPTION**

1. Position Action (Create or Maintain Position) <b>(HRMS has more fields – these are the main fields)</b> <input type="checkbox"/> Establish <input checked="" type="checkbox"/> Reallocate <input type="checkbox"/> Update Data (Indicate Change)				
2. Position Staffing Status <input checked="" type="checkbox"/> Open <input type="checkbox"/> Filled <input type="checkbox"/> On Hold			3. Date Last Reviewed (If Existing Position)	
4. Object Abbreviation (Position #)	5. Current WMS/EMS Band	6. Proposed WMS/EMS Band	7(a). Job - Working Title	7(b). Management Code
8. Assignment Pay (Capture In Essential Functions) <input type="checkbox"/> Dual Language <input type="checkbox"/> Other		9. Pay Scale Type		10. Pay Scale Area (Non-Rep or Collective Bargaining Unit)
11. Band Evaluation Points (If Known)		12. Incumbent's Name (If Filled Position)		
13. Business Area (Agency)		14. Org Unit (Division/Sub Division)	15. Address Where Position Is Located	
16. Personnel Sub-Area		17. Employee Group	18. Indicate work schedule <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	19. Overtime Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No
20. Supervisor's Object Abbreviation (Position #)		21. Supervisor's Name		22. Supervisor's Phone

**Position Objective**

23. Discuss in a few sentences what the position is required to accomplish. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization. (Include an organizational chart.)

Analyze public policy issues related to workforce development as a critical vehicle in the states' economic development strategy, with an emphasis on meeting the current and near-term future needs of employers and aligning the states' economic and workforce development policies and resources. Ensure that the Workforce Board's policy decisions are founded on comprehensive, relevant, and actionable analysis of emerging issues. Represent the Board before legislators and other policy-makers and other stakeholders involved in developing workforce policies. This position will provide critical support to two of the Board's core functions, coordinating policy planning for the workforce development system and advising the Governor and Legislature on workforce training and education on policy.

**Nature and Scope**

24 (a). Briefly explain position's policy impact (application development/implementation responsibility).

The policies affect the workforce development system that includes 18 programs in 8 agencies with an annual budget of nearly \$900 million and serving over a half million Washington residents per year. Policy areas include coordination with economic development programs, industry cluster strategies, industry skill panels, customized training, employer-provided training including workplace-based learning, employability assessments, and other emerging issues.

24 (b). Explain the major decision-making responsibilities brought to this position for action. Also, identify those actions that the incumbent takes to their manager for a decision.

The policy analyst will exercise independent judgment in conducting policy research and analysis and in expressing the interests of the Board before legislators and other policy-makers and stakeholders.

The policy analyst will work with internal and external stakeholders to develop new policy recommendations for Board action. Consistent with the policy direction of the Board and the guidance of the Deputy Director, the policy analyst will also develop policy advice for the Governor and Legislature.

**Financial Dimensions**

25. Budget

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

Operating budget controlled

- None

Other financial influences/impacts

- The position will develop policy analyses that will be used by the Governor, the legislature, and the Board to make decisions affecting the approximately \$900 million per year workforce development system.

### Positions Managed

26. Is this a supervisory position?  Yes  No

If **yes**, list total full time equivalents (FTEs) managed and highest class/position.

### Essential Functions (Principal Responsibilities)

27. Describe the essential functions and significant responsibilities of this position.

Research current and emerging policy issues and proposals in Washington and other states, the federal government, and the literature on workforce training, with an emphasis on meeting industry needs and economic development.

Represent the Board before, and in discussions with, legislators and other policymakers and stakeholders, and serve as the Board's liaison with the House and Senate committees on economic development.

Cooperate and develop policy proposals with stakeholders in other agencies, and business and labor organizations at the state and local levels.

Analyze the pros and cons of alternative policy and budgetary positions and make recommendations to the Board.

Prepare briefing papers, planning documents, and reports, and make oral presentations.

Organize and lead teams of senior-level, highly professional staff.

### Working Conditions

28. Describe working environment and anticipated variation in working hours. Some or all of these conditions may be noted under the essential functions section.

### General Qualifications

29 (a). Required Education, Experience and Competencies (knowledge, skills, abilities and behaviors).

Demonstrated ability to research and evaluate the advantages and disadvantages of policy proposals, including legislation, regulations, and planning documents;

Ability to work well with diverse stakeholders in developing public policy proposals;

Ability to organize and lead teams of senior level staff;

Ability to speak and write effectively, including communicating complicated policy issues in an easily understood manner;

Demonstrated knowledge of educational, economic development, social or human services programs and policies; and

Graduate or professional degree in a related field

29 (b). Preferred/Desired Education, Experience and Competencies (knowledge, skills, abilities and behaviors) for Recruiting Purposes.

Knowledge of Washington workforce training programs, stakeholders, and policies.

Knowledge of Washington economic development programs, stakeholders, and policies.

Demonstrated ability to work effectively as part of the Washington State legislative process.

### Special Requirements/Conditions of Employment

30. List any licensing, certification, or other special requirements and/or conditions of employment which are beyond general qualifications.

<b>The job duties as defined above are an accurate reflection of the work to be performed by this position.</b>	
Supervisor's Phone Number	Supervisor's Title
Date	Supervisor's Signature
Date	Department Head or Approving Authority's Signature
<b>As the incumbent in this position, I have received a copy of this position description.</b>	
Date	Employee's Signature

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

**For Human Resource/Payroll Office Use Only**

Effective Date	End Date	Position Short Description	Position Long Description				
EEO Category	Employee Sub-Group	Position Retirement Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No		Position is <input type="checkbox"/> Funded <input type="checkbox"/> Non-Funded			
Workers Comp. Code	County Code	Business Area			Personnel Area (FEIN)		
Cost Center Codes							
FUND	COST OBJECT	FUNCTIONAL AREA	COST CENTER	AFRS PROJECT	GENERAL LEDGER ACCOUNT	AFRS ALLOCATION	PROR. %
Date	HR Designee's Name		HR Designee's Title		HR Designee's Signature		
Date	Budget Designee's Name		Budget Designee's Title		Budget Designee's Signature		