



JOB DESCRIPTION

Job Title:

State official job title

Compensation Range & Benefits:

Important for people to understand how they get paid, promoted, pay increases and benefits.

What Are The Skills Needed And Past Performance That Make Them Right For This Job:

Be specific.

Major Goals And Responsibilities:

- Short term goals are activity and behavior related
- A graduated number for month 1 to 12
- A goal is measurable and always has a time frame attached. Briefly describe the purpose of the job. What will result if the job is done well. Basic goals and responsibilities annually in order of importance. In the future these will be the bonus targets for each individual. People will get bonuses for performance above and beyond normal standards.

Essential Activities:

List five most important daily activities and the percentage of time that should be spent on each. List these in order of importance.

Task List:

What are current projects with completion dates. Again in order of importance.

People Managed:

If appropriate direct and indirect reports with titles and summary of duties.

Primary People Contacts:

Identify those people with whom the person in this position will be dealing with on a daily basis.

Toughest Parts Of The Job:

What are the biggest challenges or obstacles that will hamper success in this position? We need to make sure that the skills and demeanor of the applicant will be equal to the challenges faced.

Review Process:

When it happens and who does it? This should be a circular process with blind/confidential feed back from all involved with this person. All associates will have input for tasks, goals & effectiveness.