Instructions: You identified a critical position. Now you need to understand the desired competencies for competitive position candidates. Think broadly about the position’s job duties or larger responsibilities. Think narrowly about the day-to-day job tasks or activities. Finally, determine what competencies are necessary to efficiently and effectively complete the job duties and tasks (see back page for competencies list).

Critical Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Job Duty 1: | Job Duty 2: | Job Duty 3:  |
| JOB TASKS | JOB TASKS | JOB TASKS |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3.  | 3.  | 3.  |
| 4. | 4. | 4. |
| 5.  | 5.  | 5.  |
| COMPETENCIES ASSOCIATED WITH DUTIES AND/OR TASKS: | COMPETENCIES ASSOCIATED WITH DUTIES AND/OR TASKS: | COMPETENCIES ASSOCIATED WITH DUTIES AND/OR TASKS: |
| 1.  | 1.  | 1.  |
| 2.  | 2.  | 2.  |

**NON-TECHNICAL COMPETENCIES:**

|  |  |  |
| --- | --- | --- |
| * Accountability\*
 | * Equity\*
 | * Problem solving
 |
| * Accuracy
 | * Evaluating others
 | * Professionalism
 |
| * Attention to detail
 | * Excellence\*
 | * Project management
 |
| * Business acumen\*
 | * Facilitation
 | * Quality oriented
 |
| * Change management
 | * Flexibility
 | * Reliability
 |
| * Coaching
 | * Future oriented
 | * Respect for others
 |
| * Communication\*
 | * Goal directed
 | * Responsiveness
 |
| * Conflict mediation
 | * Handle stress
 | * Safety
 |
| * Creativity
 | * Initiative
 | * Self-management
 |
| * Critical thinking
 | * Innovation\*
 | * Setting objectives
 |
| * Customer focus
 | * Integrity\*
 | * Social responsibility
 |
| * Decision making
 | * Intentional engagement\*
 | * Stewardship\*
 |
| * Diversity
 | * Interpersonal skills
 | * Strategic thinking
 |
| * Drive for results
 | * Leadership
 | * Sustainability
 |
| * Efficiency
 | * Mentoring & developing\*
 | * Teamwork
 |
| * Emotional intelligence
 | * Objectivity
 | * Time management
 |
| * Empathy
 | * Planning and organization
 | * Versatility
 |
| * Entrepreneurial
 | * Proactive
 |  |
| *\*Statewide competency* |

**TECHNICAL COMPETENCIES:**

|  |  |  |
| --- | --- | --- |
| * Accounting
 | * Financial management
 | * Office operations
 |
| * Business intelligence
 | * Health oriented
 | * Performance management
 |
| * Computer literacy
 | * Human resources management
 | * Programming
 |
| * Compliance
 | * Information security
 | * Quality management
 |
| * Data collection and analysis
 | * Landscape maintenance
 | * Record keeping
 |
| * Education
 | * Legal knowledge
 | * Research
 |
| * Eligibility determination
 | * Mathematical
 | * Risk management
 |
| * Engineering
 | * Mechanical knowledge
 | * Training and development
 |
| * Equipment operation
 | * Medical knowledge
 |  |
| * Facilities management
 | * Natural resources knowledge
 |  |