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 |  |