

## Appointee Position Description Template

| POSITION OVERVIEW                        |   |
|--|---|
| Position Title                           |   |
| Department/Agency                        |   |
| Position Type                            | [PAS, PA, or SES]   |
| Security Level Clearance Required        |   |
| Senate Committee with Oversight (if PAS) |   |
| Position Summary                         | [High-level overview of the position]   |
| Past Appointees                          | <ul style="list-style-type: none"> <li>• Past Relevant Appointee #1               <ul style="list-style-type: none"> <li>• Dates Served</li> <li>• Role Before Being Appointed</li> </ul> </li> <li>• Past Relevant Appointee #2               <ul style="list-style-type: none"> <li>• Dates Served</li> <li>• Role Before Being Appointed</li> </ul> </li> <li>• Past Relevant Appointee #3               <ul style="list-style-type: none"> <li>• Dates Served</li> <li>• Role Before Being Appointed</li> </ul> </li> </ul> |
| SCOPE OF RESPONSIBILITIES                |   |
| Key Responsibilities                     | [Functional responsibilities of the position, programs overseen]<br>*Refer to previous administration's inventory of positions and responsibilities as a resource   |
| Management Scope                         | <ul style="list-style-type: none"> <li>• Size of budget</li> <li>• Number of employees</li> <li>• Number of direct reports</li> </ul>   |
| Strategic Priorities and Goals           | [Candidate's top policy priorities and strategic goals for agency]<br>*Based on input from Policy Implementation and Agency Review teams  |
| KEY COMPETENCIES                         |   |
| Competencies and Background Required     | [Primary competencies and background required for the position]   |



PARTNERSHIP FOR PUBLIC SERVICE

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