

Succession Planning Position Profile Template

Instructions

Before beginning, it may be helpful to have reference materials pertaining to the position including the PES Planning document, position description, job specification (you can find this by clicking the Civil Service link below)

[Civil Service One Stop Job Info](#)

Basic Information

- Identify the job for which you wish to create a position profile.
 - List the job title in the section titled “Job Title”
- Identify the position number for the job
 - List the position number in the section titled “Position #”
- Is the position currently filled?
 - If yes, list the current employee’s name in section titled “Name of Current Incumbent”
 - If no, list “N/A”
- Does this position have supervisory or managerial responsibility?
 - If so, list “Yes”
 - If not, list “No”

Job Demands (Must Do’s)

List essential duties that must be performed as part of the job

Job Constraints

List hurdles encountered in the job

Talent

- List essential areas of **Knowledge** needed to be successful in the job
- List essential **Abilities** needed to be successful in the job
- List essential **Relationships** needed to be successful in the job

Mitigation Strategies

Lists steps that should be taken to keep a smooth flow of work for this position in the event the incumbent were to leave LDH.

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Helpful Reference Materials:

PES Planning Document

Position Description (SF-3)

Job Specification (State Civil Service link) [Civil Service One Stop Job Info](#)

Basic Information

Job Title:

Position #:

Name of Current Incumbent (or N/A if vacant):

Does this position have supervisory or managerial responsibilities?

YES

NO

Job Demands (Must do's)

List up to 5 job demands that someone stepping into the job would need to meet in order to continue the work.

Job Constraints

List up to 5 job constraints that someone stepping into the job would need to be aware of in order to continue the work.

Talent

List the knowledge, abilities and relationships required to meet the demands and perform within the constraints of the position.

Knowledge of:

Ability to:

Relationships with:

Mitigation Strategies

List the steps needed to ensure continuity of the work in the event the position is vacated.