

APPENDIX B

TIPS FOR IDENTIFYING KEY POSITIONS

BEACON Criteria

Key Position

A position designated by an agency that includes responsibility for performing mission-critical work necessary for an organization to achieve its business goals. Work involves planning, designing and delivering or managing the flow of essential services. A vacancy of over one week in a key position would have a negative impact on the delivery of services because of the criticality of the work.

Note: Choices for entering into the “Key Position Field” should be:

- No = “N”
- Key – Replacement Available = “R”
- Key – Replacement Not Available = “Y”

A “**Key – Replacement Available**” position is a key position that has at least two employees who are prepared to move into the position should it become vacant.

A “**Key – Replacements Not Available**” position is a key position that does not have at least two employees who are prepared to move into the position should it become vacant.

Other Tips for Identifying Key Positions

A position’s location near the top of an organizational chart does not mean it is a key position. The specific factors (variables) in each location determine the designation of a “key position”. Factors such as the duties assigned, projects, geographical location or the incumbent’s unique skills may contribute to the designation.