



**Succession Planning Template  
Step 1: Key/Critical Positions**

Agency/Dept./Division: \_\_\_\_\_ Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Year(s) applicable: \_\_\_\_\_

Dept/ Division/ Unit	Job Class Title	Other distinction (positions#, description, etc.)	Supervisor	Retirement Eligibility Date	Reason this is key/critical position

- Reasons a position may be key/critical:**
- Mission: Position is a key contributor to the organizational mission.
  - Critical Function: Position performs task critical to vital functions. Leaving it vacant would hinder or prevent success of mission.
  - Specialization: Position provides specialized leadership or skills that are difficult to replace.
  - Location: Position fills a unique and important capacity at a particular location that would be difficult for another position, or the same position in another location, to take over.
  - High Turnover: Position is one in a class or occupational group vulnerable to high turnover.
- Include additional pages as needed (based on Iowa & other sources)