

Position Description Format for FWS Supervisory Positions

A. INTRODUCTION

Define the unit where the position is located by name and geographical location, and provide a brief statement of the unit's mission. Also, summarize the purpose of the position.

B. EVALUATION FACTORS

FWS supervisory positions contain three factors:

Factor I: Nature of Supervisory Responsibility

This factor considers the nature of the supervisory duties performed, and the type and degree of responsibility for control over the work supervised. The factor describes four basic supervisory situations. These, in sequence, depict successively higher levels of supervisory responsibility and authority for scheduling work operations, planning use of resources (i.e., subordinate workers, equipment, facilities, materials, and tools) to accomplish scheduled or unscheduled work, directing subordinates in performing work assignments, and carrying out administrative duties. This factor answers three questions:

- What type of planning is required;
- How the work is assigned; and
- Level of supervisory responsibility.

A sample statement may read:

Plans the use of workers, equipment, facilities, and materials and tools on a day-to-day or project-by-project basis. Adheres to work priorities, schedules, resources, and work plans developed by others. Follows customary work cycles and sequences in planning work. Tracks and reports progress on work assignments; requests authority to adjust assignments and to use overtime, equipment and materials to meet schedules.

Recommends changes to schedules, priorities, and work sequences as needed; makes minor deviations in procedures or redirects resources to overcome problems such as equipment failure, unplanned absences. Initiates formal requests for filling vacancies or for additional personnel to meet work requirements; selects or participates in the selection of personnel; recommends position classification actions; or makes recommendations for promotion or reassignment.

Specify if the supervisor resolves employee grievances and complaints; schedules and approves leave requests of subordinates; establishes performance requirements; evaluates employee performance and prepares formal appraisals; and proposes disciplinary action to higher authority. Indicate if the supervisor identifies training needs of the subordinates; maintains project cost accounts; or records employee time and material/equipment usage lists.

Factor II: Level of Work Supervised

This factor considers the level and complexity of work supervised. The first step is to identify the occupation (or various occupations) directly involved in accomplishing the work assignments that reflect the main purpose or mission of the work operations. Show only those positions

specifically identified as part of the mission. Indicate whether this work is greatly dispersed and whether frequent changes in deadlines occur.

In identifying the jobs supervised, count all workers for whose work the supervisor is accountable to the next-level supervisor. This may include subordinate supervisors, leaders, and nonsupervisory employees on all shifts for which the supervisor is responsible. In some situations, the work force may include workers who are not regular Federal employees, such as summer and student aids, etc. Where the number of workers supervised fluctuates over a period of time, use the average number of employees supervised per day during a normal work cycle. For seasonal changes, specify how many additional workers are employed and at what time.

A sample statement may read:

Acts as the first line supervisor over the following types of positions: one Electronics Mechanic, WG-2604-10; three Maintenance Mechanics, WG-4749-09; one Electronic Power Controller, WG-5407-08; and one Laborer, WG-3502-03. Hint: The base level of work directed is WG-4749-09 work (the Electronics Mechanic position is excluded because base level should not be based on one position and the laborer positions are excluded because they are support positions.)

Factor III: Scope of Work Operations Supervised

This factor contains three sub-factors and considers the scope of the job's supervisory responsibility in terms of:

- Scope of assigned work function and organizational authority;
- Variety of function; and
- Workforce dispersion.

Each sub-factor is divided into levels with points assigned to each level. Add the corresponding points and convert to specific levels under Factor III using the grade conversion chart.

A sample statement may read:

Supports and explains management programs to subordinates. Recommends performance, ratings, training, disciplinary actions, changes in standards, and the most suitable applicants for vacancies. Advises and counsels workers on how to improve performance and explains new work techniques. Investigates grievances and complaints, resolves them informally, and notifies superiors of those of a serious nature. Assures safety and housekeeping practices are observed. Maintains work reports and records; assists superiors in planning leave schedules.

C. Other

Factor I: Nonsupervisory duties (if applicable)

Describe the nonsupervisory duties performed. Some maintenance organizations are not structured to the point where supervisors devote 100 percent of their time on supervisory

responsibilities. Some supervisors (to a greater degree at the lower-grade levels) are required to spend a portion of their time performing nonsupervisory duties (of a skilled trade or craft nature.)

Factor II: Supervision and Guidance Received

Specify the nature of controls exercised by the employee's supervisor, such as how work is assigned, degree and extent of instruction and advice given, extent of review of work completed, etc. List manuals and other guidelines available for guidance. List the official position title when identifying the position that supervises the employee.

D. Other Considerations (Check if applicable)

- Supervisory Responsibilities
- Motor Vehicle or Commercial Driver's License
- Pesticide Applicators License
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test
- Vaccine(s)
- Financial Disclosure
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other: _____